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Final Draft AV[®] VERSION 2

User Manual



PROFESSIONAL AUDIO-VISUAL SCRIPTWRITING SOFTWARE

Final Draft[®]
Just add words

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Getting Started

Introduction

Final Draft AV (Audio-Visual) was designed with the help of many industry professionals. It is a self-contained, full-featured word processor specifically designed for dual-column, audio-visual scriptwriting. It combines powerful word processing with a variety of script layouts and templates in one easy-to-use application.

Final Draft AV lines up audio and video columns automatically and keeps them aligned when text is added, edited or deleted. When you add text to a video paragraph the matching paragraph in the audio column automatically stays with it and vice-versa. You never have to retype or repaginate manually. When you need to make changes, the special *Rearrange Guide Line* helps you line up visual descriptions with appropriate dialogue instantly.

Final Draft AV is easy to use. There are no complicated commands to learn, no frustrating text boxes or tables to deal with and no third-party formatting software to use. Scripts previously created in other word-processing programs can easily be converted into professionally-formatted audio-visual scripts.

Final Draft AV users enjoy unparalleled cross-platform compatibility. Scripts written with Final Draft AV on Windows computers can be read and edited on Final Draft AV on Macintosh computers and vice-versa, because their file formats are identical. Scripts look and operate identically on Windows and Macintosh platforms. You also have the ability to transfer your text to and from Final Draft (screenwriting software for movies, television and theater), teleprompting programs and word processing programs.

To help you get going, a short video, *How To Use Final Draft AV*, is included on the Final Draft AV Install CD (it is also available for viewing on our website www.finaldraft.com/products/av-how-to.php4). We **strongly suggest** you take a few minutes and watch it. The script of the video is also the basis for the script we create in the *Tutorials* section of the *User Manual*.

If you have questions, there is general help available within Final Draft AV, or you can refer to the User Manual, which is included in both printed form (in the box) and as a PDF file (on CD).

*If you have questions or problems using Final Draft AV, the first place to go is the Final Draft Support Center at www.finaldraft.com/help. There you will find the Final Draft Knowledge Base, a 24/7, on-line, interactive, searchable database of frequently asked questions, solutions to users' problems, tips, pointers and general information about Final Draft AV and our other products. If the problem persists, you can email Customer Support through the Final Draft Knowledge Base. See *Customer Support Policies* for complete details. Customer support is available to registered Final Draft AV users only.*



NOTE: *If you need to email or call Customer Support, please make sure you have your Customer Number available. It is located on the back panel of the Final Draft AV Install Disc Sleeve (or in your Digital Order Email if you have the electronic download version).*

The Final Draft AV Package

Final Draft AV Install Disc

The Final Draft AV Disc Sleeve contains a disc which is used to install the Final Draft AV program on both Windows and Macintosh systems and which contains the complete Final Draft AV User Manual. It also contains a short video, *How To Use Final Draft AV*.

Customer Number

Located on the back panel of the Final Draft AV Disc Sleeve, this serial number is required to install, register and activate the program.



NOTE: *If you received your Final Draft AV via electronic download, your Customer Number is included in your Digital Order Email. We highly recommend that you print out a copy for future reference.*

We highly recommend that you:

Remove one of the peel-off Customer Numbers from the back panel of the Disc Sleeve and place it on the Registration Card;

- and -

Remove one of the peel-off Customer Numbers from the back panel of the Disc Sleeve and place it in the User Manual.

Registration Card

Customer support, updates and special offers are available only to registered Final Draft AV users. Make sure you register online or mail or fax the Registration Card to us after you remove one of the peel-off Customer Numbers from the back panel of the Disc Sleeve and place it on the Registration Card.

Final Draft AV User Manual

A hard-copy edition of the *User Manual* is included with the boxed edition.

The *Final Draft AV User Manual* is provided in Adobe Acrobat format in both in the electronic download version and the Final Draft AV CD-ROM.



NOTE: *All Final Draft AV documentation provides instructions for using Final Draft AV on both Microsoft Windows® and Macintosh™ computers. Differences in features, commands and procedures between platforms are noted in the text.*

A working knowledge of your computer and its operating system is required. This includes how to use a mouse, standard menus and commands and how to open, copy, save and close files. Please refer to your Windows or Mac documentation for complete explanations.



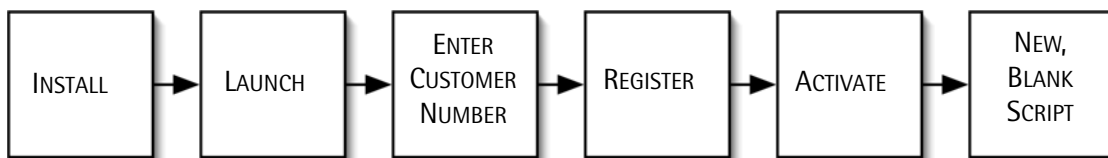
NOTE: *Final Draft AV is continually being updated and new features are added (mostly from user feedback). The menu structure and even the commands may change. If you encounter commands that are not explained in the manual, check for any "Read Me" or "New Features" files in the Final Draft AV folder. These text files provide overviews of new features that have been added. You can also check our website at www.finaldraft.com for the latest information and downloadable files.*

Installation, Launch, Registration and Activation Overview

Whether you have a Windows or Macintosh computer, the process of installing, launching, registering and activating your computer will be similar. Following is a description of each operation.



NOTE: *Your Customer Number, located on the back panel of the Final Draft AV Disc Sleeve (boxed product) or Digital Order Email (electronic download product), is required for activation and registration.*



As with most software, **installation** is the process that places the Final Draft AV application and its associated files onto your computer. **Launching** is the process of starting the program for the first time and entering your Customer Number.

Only **registered** Final Draft AV customers are entitled to the many services we provide. Your Customer Number is required for registration. Registration can be accomplished online, via mail or fax.

To run Final Draft AV for more than 15 days you must have the program activated. The activation process verifies that your Customer Number located on the back panel of the Final Draft AV Disc Sleeve (boxed product) or Digital Order Email (electronic download product), is legitimate and has not been activated on more systems than allowed by the Final Draft AV End User License Agreement.



NOTE: *When you install Final Draft AV, the Installer will walk you through each step of the process.*



NOTE: *You can register the first time you launch Final Draft AV or at a later time.*

See the sections that follow for complete details.

Installation

Windows



IMPORTANT NOTE: *Windows 2000/XP only - You must be logged in as Administrator to install Final Draft AV. If you are not an Administrator, contact the individual in your organization responsible for maintaining your network or computers.*

To install if Windows' CD Auto-Play feature is enabled:

- 1 Place the Final Draft AV Install Disc in the drive.

Autorun starts.

- 2 Double-Click Install Final Draft AV. Go to Step 5, below.

To install if Windows' CD Auto-Play feature is disabled:

- 1 Place the Final Draft AV Install Disc in the drive.
- 2 Open (double-click) My Computer. The My Computer window appears.

Windows XP

Choose Start > My Computer.

- 3 Browse to the Final Draft AV Install Disc.
- 4 Open (double-click) Setup.exe.
- 5 The Installer Welcome window appears. Click Next.
- 6 Accept the default destination folder or choose another. Click Next.
- 7 The Ready to Install screen appears. Click Next.
- 8 Final Draft AV will be installed.

A screen appears stating that installation was successful.

- 9 Click Finish.

For your convenience a Shortcut to Final Draft AV has been placed in the Start > Programs menu or (Windows XP) Start > All Programs.

Macintosh



IMPORTANT NOTE: *You must be logged in as Administrator to install Final Draft AV. If you know the administration password, log in with it. If you do not know the password, contact the individual in your organization responsible for maintaining your network or computers.*

- 1 Place the Final Draft AV Install Disc in the CD-ROM drive.
- 2 The Final Draft AV window appears.
- 3 Double-click the Final Draft AV Installer.
- 4 The Installer Welcome window appears. Click Continue.
- 5 The default destination drive is indicated. Click Continue.
- 5 Click Install.
- 6 Final Draft AV will be installed.
- 7 When finished, click Close.

The Final Draft AV folder will appear with the contents visible.

Launching Final Draft AV for the First Time, Registration, Activation and Deactivation

Windows

- 1 Click the Start button. Choose Programs from the Start menu or (Windows XP) All Programs.
- 2 Choose Final Draft AV 2.5 from the Programs submenu. Go to step 3, below.

Macintosh

- 1 Open the Final Draft AV 2.5 folder.
- 2 Open (launch) Final Draft AV 2.5.
- 3 The End User License Agreement appears.

Click Accept.

- 4 The Welcome screen appears. Enter your Customer Number.
- 5 Click Continue (Windows) or OK (Mac).

The Registration screen appears, followed by the Activation screen.

Registration

Only registered Final Draft AV customers are entitled to the many services we provide, including access to customer support and Final Draft AV updates. Your Customer Number, located on the back panel of the Disc Sleeve (included in the Final Draft AV package) or Digital Order Email (electronic download product), is required for registration. Registration can be accomplished any time online, via mail or via fax.



IMPORTANT NOTE: *Even if you have previously registered an earlier version of Final Draft AV, you will still need to register the new copy.*

We highly recommend that you:

Remove one of the peel-off Customer Numbers from the back panel of the Disc Sleeve and place it on the Registration Card.

Remove one of the peel-off Customer Numbers from the back panel of the Disc Sleeve and place it in the Getting Started booklet.

If you received your copy of Final Draft AV electronically, print out your Digital Order Email and put it in a safe place.



WARNING: *Do not write the Customer Number on the CD, as you may damage it.*

To register electronically:



NOTE: *Make sure you are online.*

6 To register, fill in the information in the onscreen form. Click Register.

- or -

Click Register Later.

To register electronically at another time:

Run Final Draft AV and choose Help > Register.

- or -

Go to the Final Draft AV website at www.finaldraft.com/register, click on "Final Draft AV" and follow all the instructions to completely fill out the registration form.

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To register by mail:

Fill out the enclosed Registration Card completely and mail it to the pre-printed address.



IMPORTANT NOTE: *Remove one of the peel-off Customer Numbers from the back panel of the Disc Sleeve and place it on the Registration Card before mailing.*

To register by fax:

Fill out the enclosed registration card completely and fax it to (818) 995-4422.



IMPORTANT NOTE: *Remove one of the peel-off Customer Numbers from the back panel of the Disc Sleeve and place it on the Registration Card before faxing.*

Activation



NOTE: *Any two computers that you own may be activated at any given time.*

To activate your computer:

7 Choose Online Activation or Manual Activation.

- or -

Within 15 days, after you initially run Final Draft AV, choose Help > Activate. Then choose Online Activation or Manual Activation.

To learn more about Activation, see the *Activation, Registration and Deactivation FAQ*, below.

Online Activation



NOTE: *Make sure you have an Internet connection, though you do not need to be online initially. This procedure does not require you to use your Internet Web browser.*

1 Click Online Activation.

2 You will automatically be connected to Final Draft AV's Online Activation service.

Your computer will be activated and you will be able to run Final Draft AV without restrictions.



NOTE: *If Online Activation fails, you will be instructed to contact Customer Support and go through the Manual Activation process.*

Manual Activation

- 1 Click Manual Activation.

The Challenge Code for your computer will appear.

- 2 Call Customer Support at (888) 320-7555 (outside the U.S. and Canada, call 1-818-906-8930). An automated touch-tone phone system will walk you through the process. There is no charge for the Manual Activation service.



IMPORTANT NOTE: Make sure you have your Challenge Code on your screen and your Customer Number available when you call. If the Challenge Code is no longer onscreen it is no longer valid.

- 3 You will be given a Response Code.
- 4 Enter the Response Code and click Activate.

Your computer will be activated and you will be able to run Final Draft AV without restrictions.

Deactivation

After a computer is activated, you may need (or want) to remove the activation. For example, you may need to reformat your computer's hard drive or you may get a new computer.



WARNING: *If you reformat your hard drive before removing the activation, that activation will be lost.*

You can remove an activation at any time via a process called Deactivation.

To deactivate your computer:

- 1 Run Final Draft AV and choose Help > Deactivate.
- 2 Choose Online Deactivation or Manual Deactivation.

Online Deactivation



NOTE: *Make sure you have an internet connection, though you do not need to be online initially.*

- 1 Click Online Deactivation.
- 2 You will be connected to Final Draft AV's Online Deactivation service.

Your computer will be deactivated. Your account will be credited so you can activate another computer at any time, if desired.



NOTE: *If Deactivation fails, you will be instructed to contact Customer Support and go through the Manual Deactivation process (see next page).*

Manual Deactivation

- 1 Click Manual Deactivation.

The Deactivation Code for your computer will appear.

- 2 Write down or otherwise note the Deactivation Code.
- 3 Call Customer Support at (888) 320-7555 (outside the U.S. and Canada, call 1-818-906-8930). An automated touch-tone phone system will walk you through the process. There is no charge for the Manual Deactivation service.



IMPORTANT NOTE: *Make sure you have your Deactivation Code and your Customer Number available when you call.*

Your computer will be deactivated and you will be able to activate another computer.

- or -

- 4 Email the Deactivation Code to deactivate@finaldraft.com.

As part of the email, you must include:

- The Deactivation Code;
- Your name (as you entered it when you registered Final Draft AV);
- Your Customer Number, which is located on the back panel of the Disc Sleeve (included in the Final Draft AV package) or Digital Order Email (electronic download product), or found by choosing Help > Customer Support.

Once Customer Support processes your deactivation request, you will receive an email confirmation and be able to activate another computer.

Launching Final Draft AV After the First Time

Windows

- 1 Click the **Start** button. Choose **Programs** from the **Start** menu or (Windows XP) **All Programs**.
- 2 Choose **Final Draft AV 2.5** from the **Programs** submenu. Go to step 3, below.

Macintosh

- 1 Open the Final Draft AV 2.5 folder.
- 2 Open (launch) Final Draft AV 2.5.
- 3 *If you have not activated:*
A screen appears informing you of how many days you have left before Activation is required.

You may click **Activate Now** (see previous pages).
-or-
Click **Activate Later**.

A new, blank script window appears, ready for you to begin typing.

Activation, Registration and Deactivation FAQ

What is product activation?

Product activation is an anonymous and hassle-free process that authenticates licensed Final Draft AV users. The process verifies that the Customer Number is legitimate and has not been activated on more systems than allowed by the Final Draft AV End User License Agreement.

What happens during product activation?

Your Customer Number is authenticated by the Final Draft AV activation system to activate your copy of Final Draft AV. The entire activation process is quick and easy, whether online or over the phone.

How soon must I activate my product?

You must activate your product within 15 days after you first install it.

What happens if I don't activate my product?

If you don't activate your product by the 15th day after you first install it, it will stop working until you do activate it.

If I don't have a Customer Number to activate my software, how can I get one?

A Customer Number is included with your purchase. It can be found on the back panel of the Disc Sleeve or in your Digital Order Email. If you do not have a number, please call us.

How do I activate my product?

You can activate your product 24 hours a day, seven days a week, either online or by calling the automated phone system at (888) 320-7555. Both options take only a few short steps to complete. Online product activation requires you to type in your Customer Number. Phone activation requires you to enter a challenge code (displayed on your computer screen) into an automated touch-tone system.

How does product activation work?

The activation process uses minimal information about the product and system to request an activation token. If the request is valid, a message is returned that enables Final Draft AV to function fully and immediately.



IMPORTANT NOTE: *The activation process is completely anonymous and never requests, collects, or transmits personal information. It does not scan your hard drive and none of the information collected can be used to identify you or your computer.*

What if I have more than one computer?

Final Draft AV allows you to install, activate and use Final Draft AV on any two (2) computers that you own and operate. You can, however, move an activation from one computer to another, if necessary. You may not use an activation on a computer that you do not own and operate.

Is product activation the same as product registration?

They are two separate procedures. Product activation is a mandatory, anonymous process that verifies your product serial number and license. In contrast, product registration is a voluntary process that entitles you to customer support, product updates and special offers from Final Draft, Inc.

What information is required for product registration?

Product registration is a voluntary process and requires only that you provide your name, email address and Customer Number. You may also choose to disclose demographic information.

Does product activation slow down my computer?

No. The technology of product activation runs only when you run Final Draft AV and has no effect on the overall performance of your computer.

How long does product activation take to complete?

Product activation is a one-time process that is typically performed immediately after installation of the software. Internet activation typically takes 10 to 30 seconds to complete; phone activation takes about 5 minutes.

What is deactivation and when should I do it?

In a process similar to activation, you may deactivate at any time. For example, if you want to install Final Draft AV on a new computer, you should deactivate the old computer and then activate the new one - in effect transferring the activation to the new machine. Also, if you plan to reformat the hard drive of the activated computer, you should deactivate it first and then reactivate it after the reformat is complete. You should also temporarily deactivate your computer before you upgrade your operating system.

Customer Support Policies



NOTE: You must be registered in order to receive customer support.

For Free

Access to Final Draft's online Knowledge Base, which contains more than 900 answers to frequently-asked customer support issues. Go to: www.finaldraft.com/help.

Email support through the online Knowledge Base. Go to: www.finaldraft.com/help and choose *Ask a Question*. You will receive personal help from a customer support representative. Response time during business hours is usually only a couple of hours. Otherwise you should receive a reply by the end of the next business day.

Beginning from the date of registration, you have 20 minutes of free phone support time over the next 90 days (see *below*).

Phone Support

Phone support is available through a toll-free number for U.S. and most Canadian residents, *24 hours a day, 7 days a week, including holidays*.

U.S. and most Canadian users should call **(888) 320-7555**.

Outside the U.S. and Canada, users should call **1-818-906-8930** (international toll fees may apply).



IMPORTANT NOTE: *Beginning from the date of registration, you have 20 minutes of free phone support time over the next 90 days.*

After you use your 20 free minutes (or 90 days has elapsed), calls to the Customer Support Department will be charged at a rate of \$2.50 per minute, payable via credit card. *The first minute will be free*; we will use this time to verify your Customer Number and registration information. You *must* have your Customer Number and credit card information available at the time of your call. Our phone system will ask you to input that information via your touch-tone keypad.

Differences Between Previous Versions of Final Draft AV and Version 2.5

Please refer to the individual sections in the *User Manual* for details.



NOTE: *Any script file written in previous versions can be opened in Version 2.5.*

Toolbar Icons

The toolbar icons have been changed and the toolbar can be customized - (Windows) View > Toolbar > Customize and (Mac) View > Customize Toolbar.

Templates

The term Stationery is no longer used. It has been replaced by Template.

Default Template

The default template's font has been changed to Arial.

Instant Elements

In previous versions, an element had to be manually created everywhere. A simple mouse-click will create specific elements.

Rearrange Guide Line

Rearrange provides the ability to drag and drop any video text and have it line up with any audio text - or vice versa. This enables scenes and shots to be easily reordered after they are written. The Rearrange Guide Line indicates precisely where the selected text will line up when "dropped." This functionality is not available in any other word processor.

Importing

Importing of files with and without tables has been enhanced significantly. Both plain text files (TXT) and Rich Text Files (RTF) can now be imported. In addition, when there are 3 or more columns in a document a special import dialog appears to determine how the text will be formatted in Final Draft AV.

Save As

A few new options have been added to control how an RTF file appears when opened in other applications. Additional options have been added for teleprompter saving as well.

Register Script

A script may be registered via email with the Writers Guild of America, west's Registry Service. You do not need to be a member of the WGAw to use the service.

Tutorials

Tutorials

2

Overview

The Tutorials section will step you through creating a new script and entering some text as well as exploring a number of features, layouts and functions unique to Final Draft AV. You will also be introduced to the *Rearrange Guide Line*, a special feature which is extremely useful for reordering text.

To make entering your text as easy as possible, keystroke combinations are used to perform most of the formatting functions specific to writing scripts. This way you can concentrate on writing and not worry about how to format the script.

There is no universally accepted format for writing audio-visual scripts. After examining dozens of sample scripts, we determined that a majority of scripts fall into a few different categories and styles and have accommodated them. We have included a number of options for customizing these script layouts. There is also a layout for radio spots.

How To Use Final Draft AV Video and Script

Included on the Final Draft AV Install Disc is a short video, *How To Use Final Draft AV*. We strongly suggest you view it.

The video can also be found online: www.finaldraft.com/products/av-how-to.php4.

The script, *How To Use FDAV.xav*, is the script the video is based on, is used as the example script for the tutorials that follow. The script can be found in:

(Windows) C > Program Files > Final Draft AV 2.5 > Tutorial

(Mac) Applications > Final Draft AV 2.5 > Tutorial

The tutorials that follow will take you through the initial stages of writing this *How To...* script.

Before we begin, we will examine the parts of the Final Draft AV screen, the different script elements and default layouts.

The best way to learn is to do. It will help if you actually perform the steps outlined in these tutorials to create your first script with Final Draft AV. Spend time experimenting with all of Final Draft AV's options and playing with scripts of your own. In a very short time you will be using Final Draft AV to write all your productions, projects and presentations.

Starting Final Draft AV



NOTE: *The first time you launch Final Draft AV the Help > Keyboard Shortcuts window will be displayed. You may position it anywhere on screen or you may close the window.*

Windows

- 1 Click the **Start** button. Choose **Programs** from the **Start** menu or (Windows XP) **All Programs**.
- 2 Choose **Final Draft AV 2.5** from the **Programs** submenu. Go to step 3, below.

Mac

- 1 Open the Final Draft AV 2.5 folder.
- 2 Open (launch) Final Draft AV 2.5.
- 3 *If you have not activated:*
A screen appears informing you of how many days you have left before Activation is required.

You may click **Activate Now** (see the *Getting Started* section).

-or-

Click **Activate Later**.

A new, blank script window appears, ready for you to begin typing.

The Final Draft AV Screen

Windows

KEYSTROKE
SHORTCUTS

(DEFAULT) PAGE #

TOOLBAR

REGULAR HEADER

DETAILED
HEADER

SCENE MARKER

INSERTION POINT

COLUMN
LABELS

COLUMN
SEPARATOR

FOOTER

STATUS BAR

PAGE NUMBER/
PAGE COUNT

ELEMENT LABEL

Final Draft AV - [Untitled AV]

File Edit View Insert Format Tools Window Help

Video Description

Agency
Client
Project
Title
Subject
Job #
Code #

Writer
Producer
Director
Art Director
Medium
Contact
Draft

VIDEO

AUDIO

1.

[Tab] Character [Enter] Video Description 1/1 Video Description NUM OVR

Keyboard Shortcuts

Within a Scene

Video Ctrl 1

Character Ctrl 2

Dialogue Ctrl 3

Parenthetical Ctrl 4

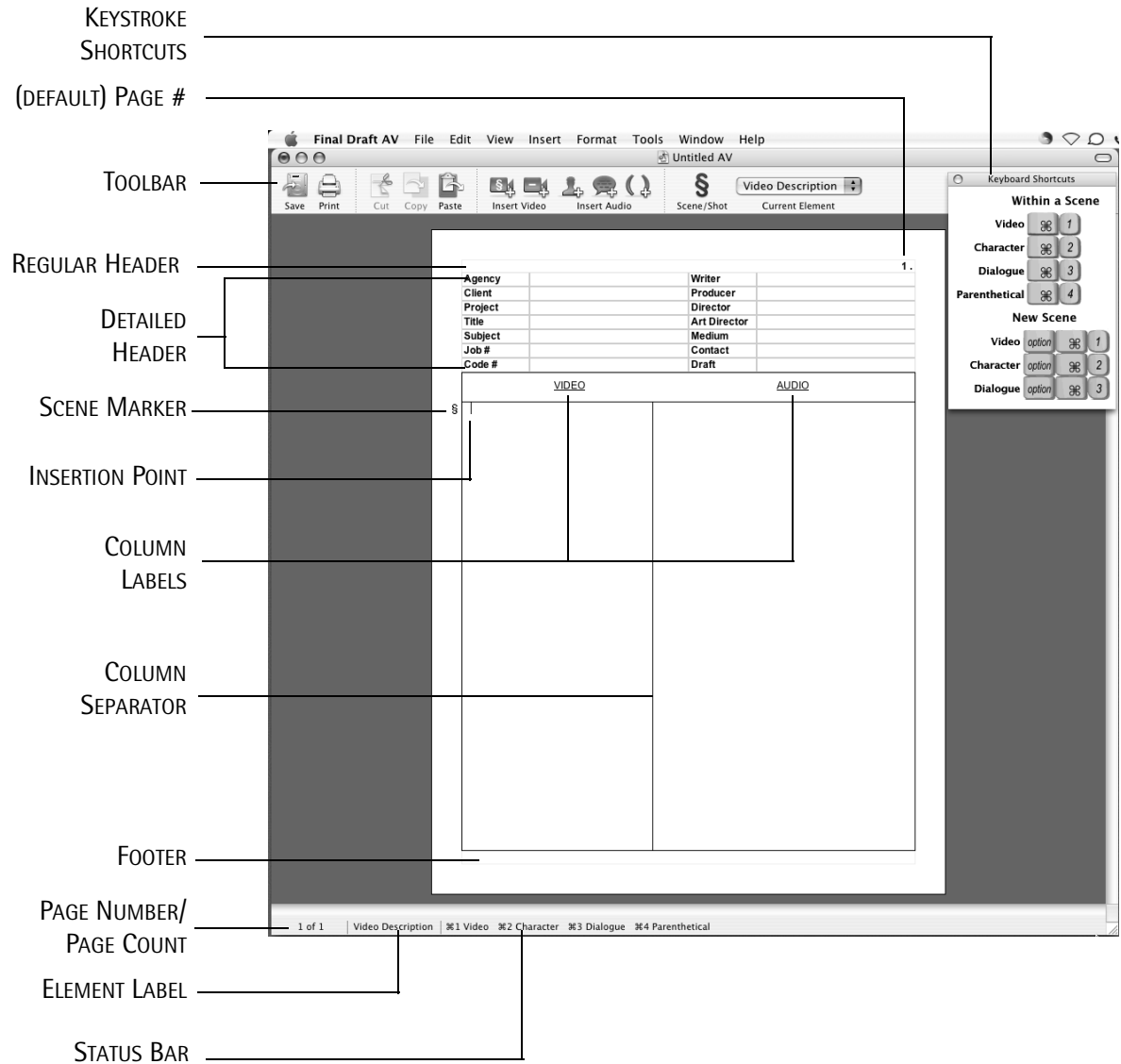
New Scene

Video Shift Ctrl 1

Character Shift Ctrl 2

Dialogue Shift Ctrl 3

Mac



Script Elements and Default Layouts

Standard Elements

There are four elements which may be used in a Final Draft AV script. The elements have specific placement and margins within each script format. All of the elements can be customized.

Video Description – Used to indicate the start of a new scene/shot and may detail where and when a scene takes place, visual cues and effects, camera or subject movement. This element resides in the Video column.

Character – The real or fictitious individual who is speaking or sound effects. Usually appears underlined. This element resides in the Audio column.

Dialogue – A character's speech. This element resides in the Audio column.

Parenthetical – Usually follows a Character. Indicates dialogue should be delivered in a particular way. This element resides in the Audio column.

	<u>VIDEO</u>	<u>AUDIO</u>	
VIDEO DESCRIPTION	§ OPEN ON DESOLATE ARCTIC WASTELAND, VARIOUS SHOTS	<u>JIM:</u> (reverently) Though it seems unlikely, the arctic contains all kinds of Wildlife.	CHARACTER NAME
DIALOGUE		<u>JANICE:</u> (intently) This harsh environment is home to a wide diversity of animals.	PARENTHETICAL
	§ (MONTAGE) VARIOUS SHOTS OF CARIBOU HERDS IN MOTION	<u>JIM:</u> Caribou Migrate over great distances	

When a new paragraph is added to a script, its format is are taken from the specifications in the Elements dialog and applied to the paragraph, giving the script a consistent, professional look. Each element may be customized and then all changes may be saved to a Final Draft AV Template so that your scripts have the look you desire. The entire script may be altered by changing the settings for one or more elements. For example, if the font style for the Dialogue element is changed, every paragraph of dialogue is reformatted accordingly.

Markers

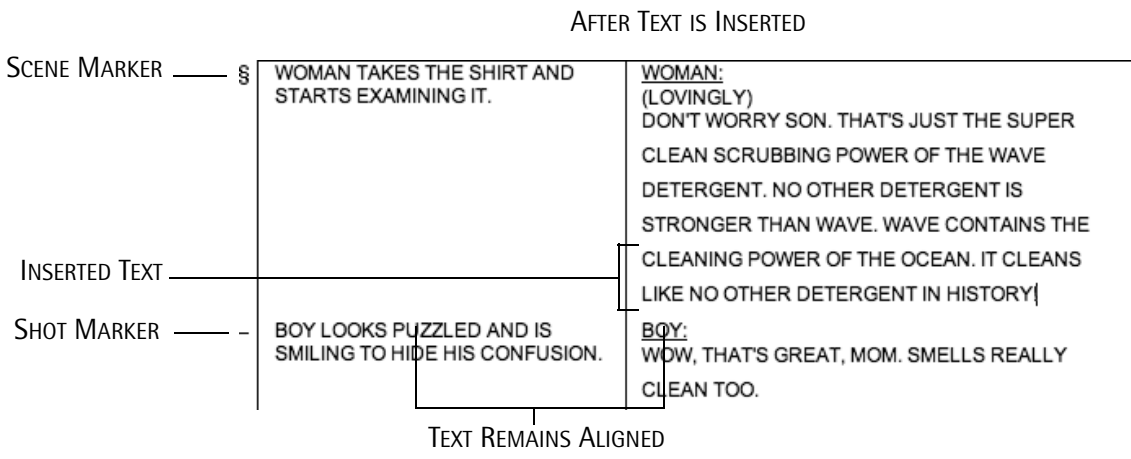
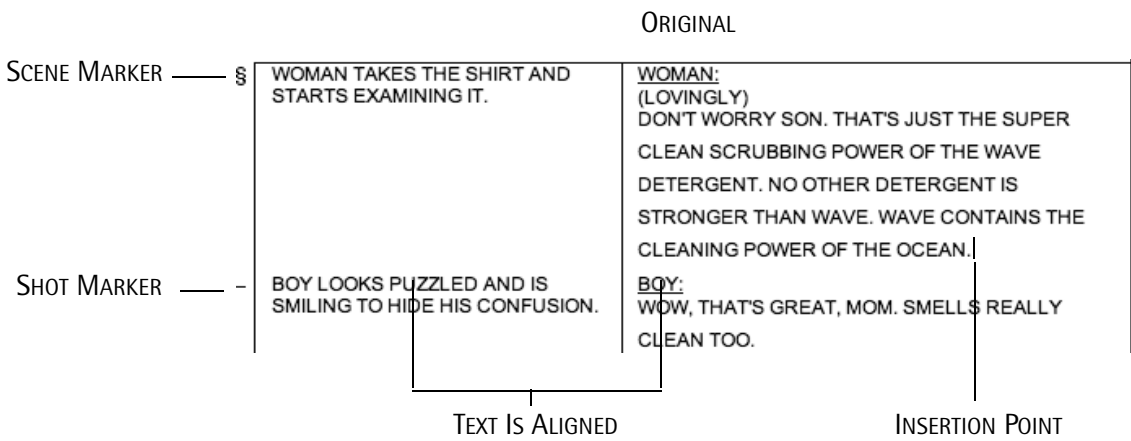
Markers indicate the beginning of a new Video Description. Scene Markers are used to indicate the beginning of a scene or segment. Shot Markers indicate the starting position of a new, separate Video Description element within a scene. Markers are located in the left margin of a script.

Any Character and Dialogue elements associated with a Video Description element will remain aligned when text is added/inserted within a scene/segment.



NOTE: Scene and Shot Markers will only be visible in Layouts using a Video Description element. The Scene and Shot Markers will always be visible on screen but will not be printed. Markers will appear whether or not boxes around a scene are displayed.

For example:



Layouts

There are three layouts (formats) available in the View Menu: AV, Radio and Linear. They are also available in the Templates folder. All three may be customized.



NOTE: *If you change a script's layout, any text will be repositioned accordingly. The content of the text remains the same even though the layout has changed.*



NOTE: *Whenever you save a script, the current layout will be retained, i.e. when the script is reopened it will appear in the layout it was last saved.*

To change the layout:

Choose the desired layout from the View Menu.

AV Layout

This is the "traditional" audio-visual format.

DEFAULT AV FORMAT

		<u>VIDEO</u>	<u>AUDIO</u>
VIDEO DESCRIPTION	§	A WOMAN HOLDING A BOX OF "WAVE" LAUNDRY DETERGENT STANDING IN A TYPICAL AMERICAN KITCHEN. A SIX YEAR OLD BOY ENTERS THE KITCHEN HOLDING UP A SHIRT LOOKING UPSET.	<u>WOMAN:</u> WAVE DETERGENT GETS MY CLOTHES AS CLEAN AS THE OCEAN, AND HAS 1/3 LESS CARCINOGENS THAN THE LEADING LAUNDRY DETERGENT.
CHARACTER			<u>BOY:</u> MOM! YOU RUINED MY NEW SWEATSHIRT. IT'S
DIALOGUE			FULL OF HOLES! I'M TOO EMBARRASSED TO GO TO SCHOOL.
PARENTHETICAL	§	WOMAN TAKES THE SHIRT AND STARTS EXAMINING IT.	<u>WOMAN:</u> (LOVINGLY) DON'T WORRY SON. THAT'S JUST THE SUPER CLEAN SCRUBBING POWER OF THE WAVE DETERGENT. NO OTHER DETERGENT IS STRONGER THAN WAVE. WAVE CONTAINS THE CLEANING POWER OF THE OCEAN.
	§	BOY LOOKS PUZZLED AND IS SMILING TO HIDE HIS CONFUSION.	<u>BOY:</u> WOW, THAT'S GREAT, MOM. SMELLS REALLY CLEAN TOO. <u>ANNCR (VO):</u> SIZE OF HOLES MAY VARY DEPENDING ON TYPE OF WATER USED AND MATERIAL OF CLOTHING. DO NOT USE ON ANIMALS, DO NOT BREATHE IN FUMES, USE IN WELL-VENTILATED AREAS.

Radio Layout

This does not include any type of visual description; i.e., the default Radio layout does not contain a Video Description element.

DEFAULT RADIO FORMAT

CHARACTER	WOMAN:	WAVE DETERGENT GETS MY CLOTHES AS CLEAN AS THE OCEAN, AND HAS 1/3 LESS CARCINOGENS THAN THE LEADING LAUNDRY DETERGENT.
DIALOGUE	BOY:	MOM! YOU RUINED MY NEW SWEATSHIRT. IT'S FULL OF HOLES! I'M TOO EMBARRASSED TO GO TO SCHOOL.
PARENTHETICAL	WOMAN:	(lovingly) DON'T WORRY SON. THAT'S JUST THE SUPER CLEAN SCRUBBING POWER OF THE WAVE DETERGENT. NO OTHER DETERGENT IS STRONGER THAN WAVE. WAVE CONTAINS THE CLEANING POWER OF THE OCEAN.
	BOY:	WOW, THAT'S GREAT, MOM. SMELLS REALLY CLEAN TOO.
	ANNCR (VO):	SIZE OF HOLES MAY VARY DEPENDING ON TYPE OF WATER USED AND MATERIAL OF CLOTHING. DO NOT USE ON ANIMALS, DO NOT BREATHE IN FUMES, USE IN WELL-VENTILATED AREAS.

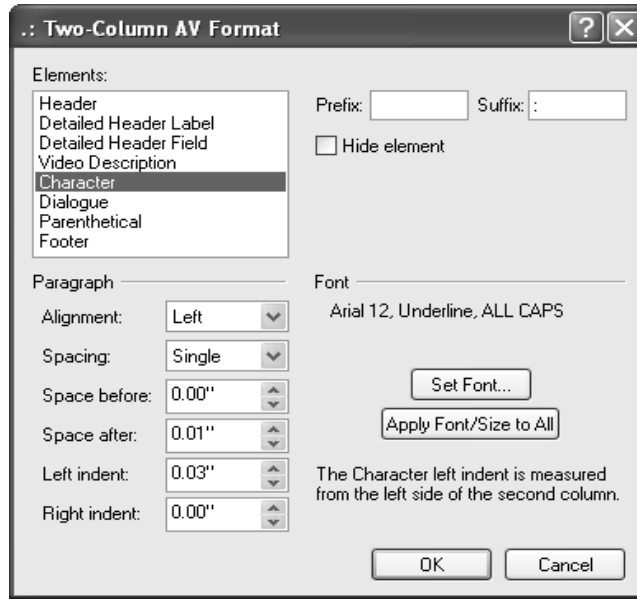
Linear Layout

Places all elements across the page in a linear manner. It is designed to be an open, versatile format that can be easily edited and adapted for many uses.

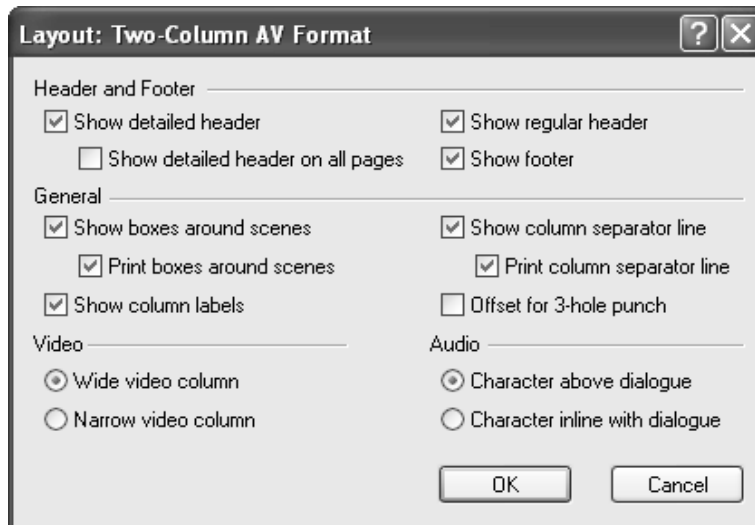
DEFAULT LINEAR FORMAT

VIDEO DESCRIPTION	§	A WOMAN HOLDING A BOX OF "WAVE" LAUNDRY DETERGENT STANDING IN A TYPICAL AMERICAN KITCHEN. A SIX YEAR OLD BOY ENTERS THE KITCHEN HOLDING UP A SHIRT LOOKING UPSET.
CHARACTER		WOMAN
DIALOGUE		Wave detergent gets my clothes as clean as the ocean, and has 1/3 less carcinogens than the leading laundry detergent.
		BOY
		Mom! You ruined my new sweatshirt. It's full of holes! I'm too embarrassed to go to school.
	§	WOMAN TAKES THE SHIRT AND STARTS EXAMINING IT.
PARENTHETICAL		WOMAN (lovingly) Don't worry son. That's just the super clean scrubbing power of the wave detergent. No other detergent is stronger than Wave. Wave contains the cleaning power of the ocean.
	§	BOY LOOKS PUZZLED AND IS SMILING TO HIDE HIS CONFUSION.
		BOY
		Wow, that's great, mom. Smells really clean too.
		ANNCR (VO)
		Size of holes may vary depending on type of water used and material of clothing. Do not use on animals, do not breathe in fumes, use in well-ventilated areas.

Options for every element in each layout are set in the View > Elements dialog.



The general appearance of each layout is defined in the View > Layout dialog:



These features and more will be discussed in the remainder of this section.

Writing and Managing Audio-Visual Scripts

What is a Scene?

Final Draft AV considers a scene to consist of a Video Description and Audio (character, dialogue and/or sound effects). For example:

		VIDEO	AUDIO
SCENE MARKER	§	A WOMAN HOLDING A BOX OF "WAVE" LAUNDRY DETERGENT STANDING IN A TYPICAL AMERICAN KITCHEN A SIX YEAR OLD BOY ENTERS THE KITCHEN HOLDING UP A SHIRT LOOKING UPSET.	<u>WOMAN:</u> WAVE DETERGENT GETS MY CLOTHES AS
SCENE			CLEAN AS THE OCEAN, AND HAS A THIRD LESS CARCINOGENS THAN THE LEADING LAUNDRY DETERGENT.
			<u>BOY:</u> MOM! YOU RUINED MY NEW SWEATSHIRT. IT'S FULL OF HOLES! I'M TOO EMBARRASSED TO GO TO SCHOOL.
SCENE MARKER	§	WOMAN TAKES THE SHIRT AND STARTS EXAMINING IT.	<u>WOMAN:</u> (LOVINGLY)
SCENE			DON'T WORRY SON. THAT'S JUST THE SUPER CLEAN SCRUBBING POWER OF THE WAVE DETERGENT. NO OTHER DETERGENT IS STRONGER THAN WAVE. WAVE CONTAINS THE CLEANING POWER OF THE OCEAN.

NOTE: A Video Description must be created for every new scene, but text does not need to be entered in it.

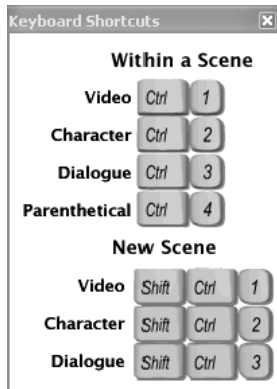
NOTE: By default, scenes are enclosed in a box. The use of boxed scenes is optional, see View > Layout in the Menus section.

Adding and Editing Elements

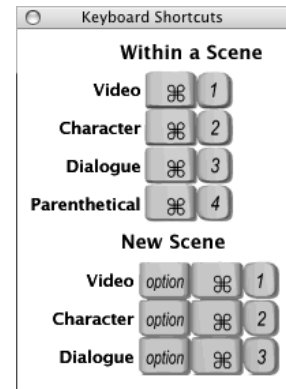
There are number of ways to add elements - with Keystroke Combinations, Toolbar Icons, the Insert Menu, the Contextual Menu and, in some instances, clicking the mouse button or pressing the (Windows) Enter or (Mac) Return key.

By experimenting with them all, you can determine which method best suits the way you write.

KEYSTROKE SHORTCUTS - WINDOWS



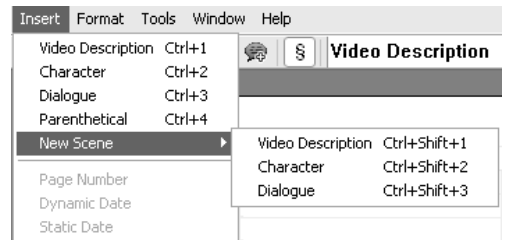
KEYSTROKE SHORTCUTS - MAC



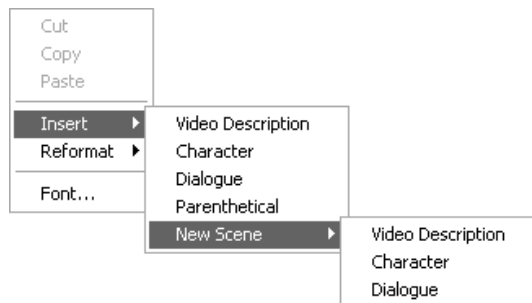
TOOLBAR ICONS



INSERT MENU



CONTEXTUAL MENU



Instant Elements via Mouse Clicks

Once a new Scene is created:

Click the mouse in the Video column to create a new Video Description.

Click the mouse in the Audio column to create a new Dialogue.

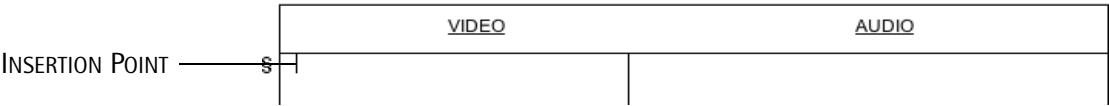
If there is already a Video Description, clicking in the Video column will create a new Shot and Video Description.

Beginning to Write an AV Script

The basis for this tutorial script is the short training video, *How To Use Final Draft AV*, which is available for viewing on the Final Draft AV Install Disc and online at www.finaldraft.com/products/av-how-to.php4. We strongly suggest you view it.

1 Open Final Draft AV.

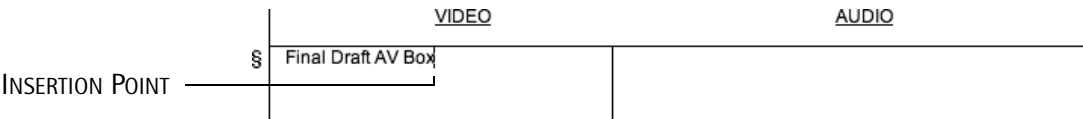
A new, blank script window appears, ready for you to begin typing. When a new script is created, the insertion point resides in a Video Description element:



 **NOTE:** The Status Bar at the bottom of the script window indicates which element type the insertion point is currently in.

1 Type: Final Draft AV Box

The screen now appears as:



2 Press Tab

- or -

Press **Control (Ctrl) + 2 (Windows)** or **Command (Cmd) + 2 (Mac)**

- or -

Click the green Character icon in the toolbar

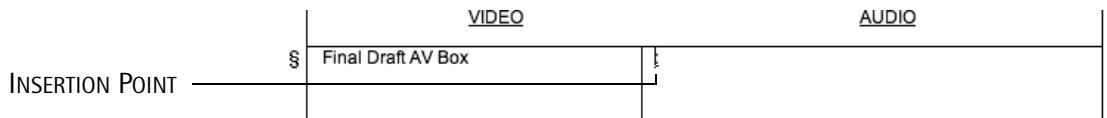
- or -

Choose Insert > Character

- or -

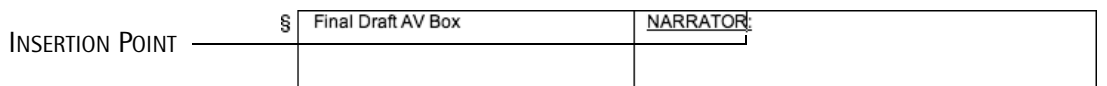
Click the right mouse button and choose Insert > Character from the Contextual Menu

The insertion point moves to the Audio column and a Character element is created. By default, a colon (:) is automatically entered as a suffix after the character's name:

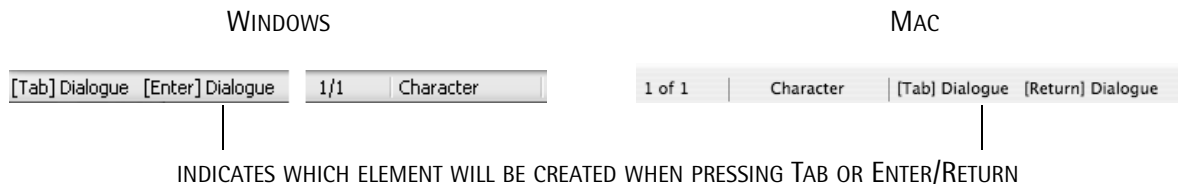


3 Type: NARRATOR

By default, a Character Name is in all caps and underlined. The screen appears as:



Before we continue, let's examine the Status Bar at the bottom of the script window. For whichever element the insertion point currently resides in, the Status Bar indicates which element would be created if either the Tab key or the Enter (Windows)/Return (Mac) key is pressed. It appears as:



Next, we want to create a Parenthetical.

4 Press Ctrl + 4 (Windows) or Cmd + 4 (Mac)

- or -

Click the green Parenthetical icon in the toolbar

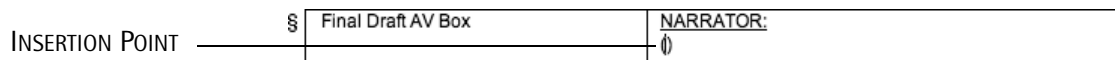
- or -

Choose Insert > Parenthetical

- or -

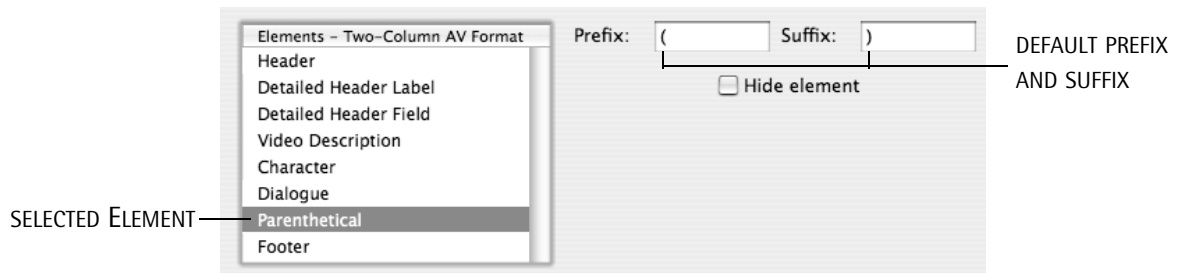
Click the right mouse button and choose Insert > Character from the Contextual Menu

The insertion point moves to the next line and a Parenthetical element is created. By default, the insertion point sits between a set of parenthesis:



NOTE: The default prefix and suffix of each element can be set to anything you desire.

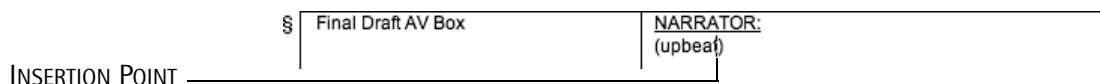
- 5 Choose View > Elements and the Elements dialog appears. Click Parenthetical to see the default settings:



- 6 Click OK to return to the script.
Let's type in the parenthetical.

- 7 Type: upbeat

The screen appears as:



Let's enter some dialogue.

- 8 Press Enter (Windows)/Return (Mac)

- or -

Press **Control (Ctrl) + 3 (Windows)** or **Command (Cmd) + 3 (Mac)**

- or -
Click the green Dialogue icon in the toolbar
- or -
Choose Insert > Dialogue
- or -
Click the right mouse button and choose Insert > Dialogue from the Contextual Menu

The insertion point moves to the next line and a Dialogue element is created:



- 9 Type: Final Draft AV is a self-contained, full featured word processor that is specifically designed for writing audio-visual dual column scripts.

The screen appears as:

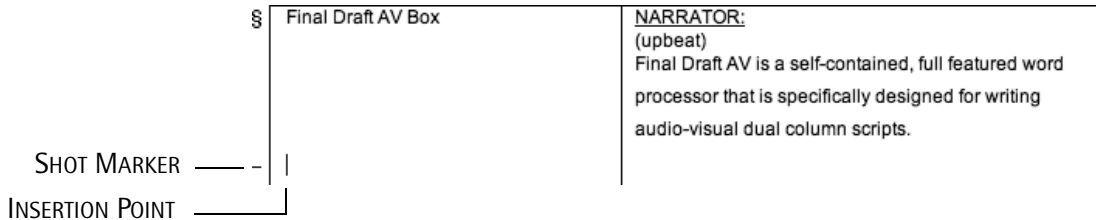


We want to have some text superimposed over the picture of the box.

10 Press Tab

- or -
Press **Control (Ctrl) + 1 (Windows)** or **Command (Cmd) + 1 (Mac)**
- or -
Click the blue Shot icon in the toolbar
- or -
Choose Insert > Video Description
- or -
Click the right mouse button and choose Insert > Video Description from the Contextual Menu
- or -
Click the left mouse button in the Video column directly opposite the space below the last line of dialogue.

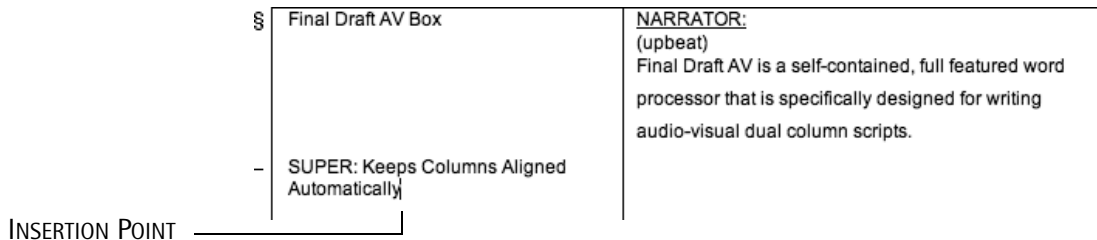
A Shot Marker appears:



The marker indicates that any text now typed in the Video column will remain aligned with new text in the Audio column.

11 Type: SUPER: Keeps Columns Aligned Automatically

The screen appears as:



Now for some dialogue.

12 Press **Control (Ctrl) + 3 (Windows)** or **Command (Cmd) + 3 (Mac)**

- or -

Click the green Dialogue icon in the toolbar

- or -

Choose Insert > Dialogue

- or -

Click the right mouse button and choose Insert > Dialogue from the Contextual Menu

- or -

Click the left mouse button in the Audio column directly opposite the line with the word "SUPER"

The screen appears as:

§	Final Draft AV Box	<u>NARRATOR:</u> (upbeat) Final Draft AV is a self-contained, full featured word processor that is specifically designed for writing audio-visual dual column scripts.
-	SUPER: Keeps Columns Aligned Automatically	
INSERTION POINT		

- 13 Type: Final Draft AV lines up audio and video columns automatically and keeps them aligned when text is added, edited or deleted in either column.

The screen appears as:

§	Final Draft AV Box	<u>NARRATOR:</u> (upbeat) Final Draft AV is a self-contained, full featured word processor that is specifically designed for writing audio-visual dual column scripts. Final Draft AV lines up audio and video columns automatically and keeps them aligned when text is added, edited or deleted in either column.
-	SUPER: Keeps Columns Aligned Automatically	
INSERTION POINT		

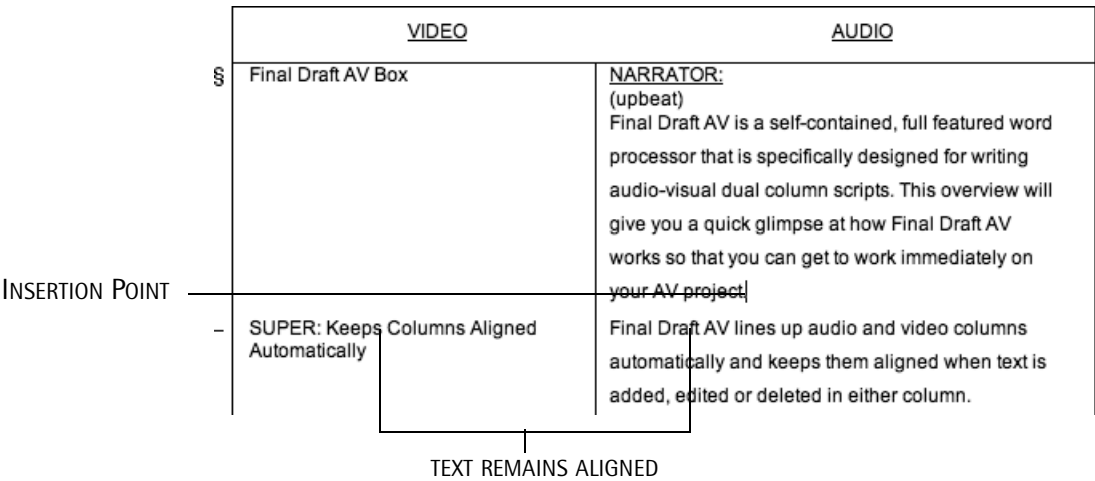
Let's demonstrate how the columns *remain aligned* when text is added:

- 14 Click the mouse at the end of the first paragraph:

§	Final Draft AV Box	<u>NARRATOR:</u> (upbeat) Final Draft AV is a self-contained, full featured word processor that is specifically designed for writing audio-visual dual column scripts. Final Draft AV lines up audio and video columns automatically and keeps them aligned when text is added, edited or deleted in either column.
-	SUPER: Keeps Columns Aligned Automatically	
INSERTION POINT		

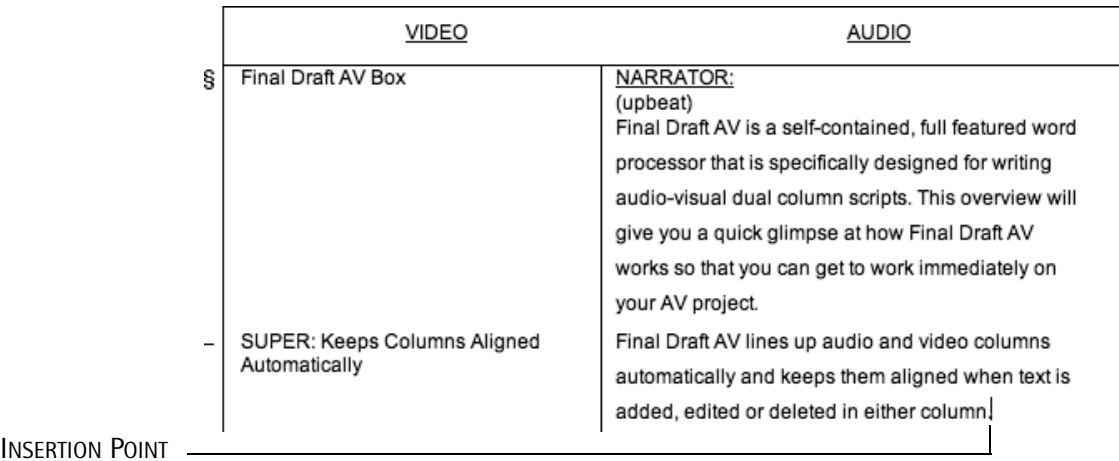
15 Type: This overview will give you a quick glimpse at how Final Draft AV works so that you can get to work immediately on your AV project.

Notice that the "SUPER" and the dialogue associate with it are *still aligned*, even after text was added to the previous paragraph:



Let's add a new scene.

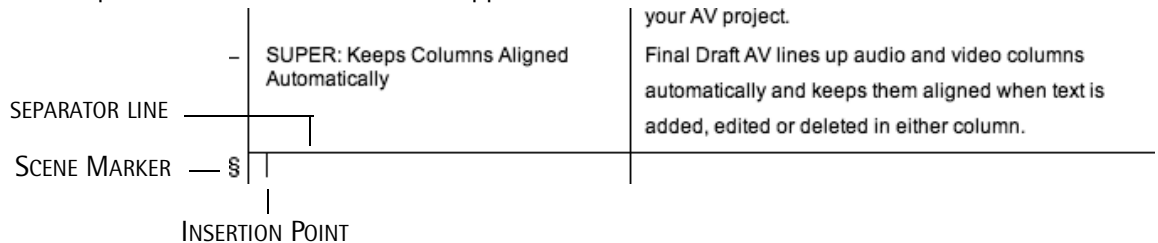
16 Click the mouse at the end of all the dialogue text:



17 Press **Shift + Control (Ctrl) + 1** (Windows) or **Option + Command (Cmd) + 1** (Mac)
- or -

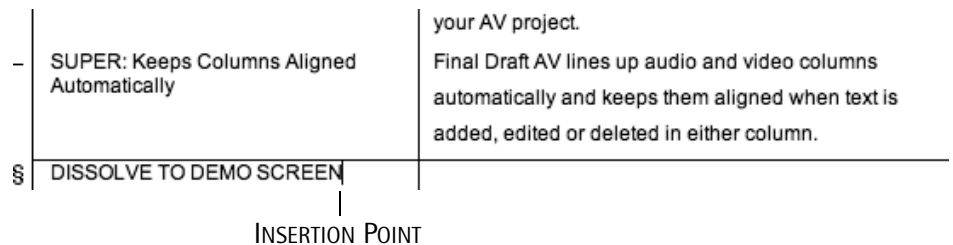
- Click the blue Insert Scene icon in the toolbar
- or -
- Choose Insert > New Scene > Video Description
- or -
- Click the right mouse button and choose Insert > New Scene > Video Description from the Contextual Menu

A scene separator line and Scene Marker appear:



NOTE: *You can choose not to have scene separation lines appear; see View > Layout in the Menus section.*

18 Type: DISSOLVE TO DEMO SCREEN The screen appears as:



Before continuing, let's save our work.

19 Choose File > Save, and navigate to where you wish to save the script.

20 Name the script *Sample* or any name you wish.

21 Click Save.



IMPORTANT TIP: *As we continue (and while you work on any script), remember to save the script regularly (choose File > Save or click the Save icon in the Toolbar).*

Inserting a Scene

We forgot to put a scene at the beginning for our title. Let's insert a scene before the first one.

22 Click before the first word in the script:

INSERTION POINT		
	<u>VIDEO</u>	<u>AUDIO</u>
§	Final Draft AV Box	<u>NARRATOR:</u> (upbeat) Final Draft AV is a self-contained, full featured word processor that is specifically designed for writing audio-visual dual column scripts. This overview will

Inserting a scene before another requires the use of a menu command. This is different than using the other commands which insert new scenes.

23 Choose Edit > Insert Scene and the screen appears as:

INSERTED SCENE		
	<u>VIDEO</u>	<u>AUDIO</u>
	§	
§	Final Draft AV Box	<u>NARRATOR:</u> (upbeat) Final Draft AV is a self-contained, full featured word processor that is specifically designed for writing

24 Type: FADE UP ON TITLE:

25 Press (Windows) Ctrl + B and CTRL + I/(Mac) Cmd + B and Cmd + I, for bold and italic, and type: How To Use Final Draft AV The screen appears as:

INSERTION POINT		
	§	
	<u>VIDEO</u>	<u>AUDIO</u>
	§	FADE UP ON TITLE: <i>How To Use Final Draft AV</i>
§	Final Draft AV Box	<u>NARRATOR:</u> (upbeat) Final Draft AV is a self-contained, full featured word

Let's add a music cue next.

26 Press Control (Ctrl) + 3 (Windows) or Command (Cmd) + 3 (Mac)

- or -
Click the green Dialogue icon in the toolbar
- or -
Choose Insert > Dialogue
- or -
Click the right mouse button and choose Insert > Dialogue from the Contextual Menu
- or -
Click the left mouse button in the Audio column directly opposite "FADE UP..."

INSERTION POINT	<u>VIDEO</u>		<u>AUDIO</u>
§	FADE UP ON TITLE: <i>How To Use Final Draft AV</i>		
§	Final Draft AV Box		<u>NARRATOR:</u> (upbeat) Final Draft AV is a self-contained, full featured word

27 Type: Music up The screen appears as:

INSERTION POINT	<u>VIDEO</u>		<u>AUDIO</u>
§	FADE UP ON TITLE: <i>How To Use Final Draft AV</i>		Music up
§	Final Draft AV Box		<u>NARRATOR:</u> (upbeat) Final Draft AV is a self-contained, full featured word

We now need to indicate a transition to the next scene.

28 Press **Control (Ctrl) + 1 (Windows)** or **Command (Cmd) + 1 (Mac)**

- or -
Click the blue Shot icon in the toolbar
- or -
Choose Insert > Video Description
- or -
Click the right mouse button and choose Insert > Video Description from the Contextual Menu

The screen appears as:

VIDEO		AUDIO	
§	FADE UP ON TITLE: <i>How To Use Final Draft AV</i>	Music up	
	Final Draft AV Box	NARRATOR: (upbeat) Final Draft AV is a self-contained, full featured word	

29 Type: DISSOLVE TO:

30 Press Control (Ctrl) + 3 (Windows) or Command (Cmd) + 3 (Mac).

31 Type: Music fades

The screen appears as:

VIDEO		AUDIO	
§	FADE UP ON TITLE: <i>How To Use Final Draft AV</i>	Music up	
-	DISSOLVE TO:	Music fades	
§	Final Draft AV Box	NARRATOR: (upbeat) Final Draft AV is a self-contained, full featured word	

INSERTION POINT

32 Choose File > Save, to save your work.

As the tutorials continue, feel free to use this sample or the complete *How To Use Final Draft AV* script. The script can be found in:

(Windows) Start > All Programs > Final Draft AV 2.5 > Tutorial

(Mac) Applications > Final Draft AV 2.5 > Tutorial

Feel free to use a script of your own, too, but make a copy of it first.

Using the Rearrange Guide Line

Rearrange is a feature unique to Final Draft AV. It provides the ability to drag-and-drop any video text and have it line up with any audio text - or vice versa. This enables scenes and shots to be easily re-ordered after they are written. The Rearrange Guide Line indicates precisely where the selected text will line up when "dropped." Let's try it.

We will be using the sample script created above as an example.

- 1 Select some text in the Audio column, similar to:

	<u>VIDEO</u>	<u>AUDIO</u>
§	FADE UP ON TITLE: <i>How To Use Final Draft AV</i>	Music up
-	DISSOLVE TO:	Music fades
§	Final Draft AV Box	<u>NARRATOR:</u> (upbeat) Final Draft AV is a self-contained, full featured word processor that is specifically designed for writing audio-visual dual column scripts. This overview will give you a quick glimpse at how Final Draft AV works so that you can get to work immediately on your AV project.
TEXT TO BE REARRANGED	- SUPER: Keeps Columns Aligned Automatically	Final Draft AV lines up audio and video columns automatically and keeps them aligned when text is added, edited or deleted in either column.
§	DISSOLVE TO DEMO SCREEN	

- 2 Click and drag the text across the vertical separator line and the blue Rearrange Guide Line appears. Continue to drag the text between some text in the Video column, similar to:

USE THE REARRANGE GUIDELINE TO INDICATE WHERE THE SELECTED TEXT WILL LINE UP		works so that you can get to work immediately on your AV project.
-	SUPER: Keeps Columns Aligned Automatically	Final Draft AV lines up audio and video columns automatically and keeps them aligned when text is added, edited or deleted in either column.
§	DISSOLVE TO DEMO SCREEN	

3 Release the mouse button and the text will be rearranged:

TEXT IS IN NEW POSITION, NEW SHOT CREATED	—	— SUPER: Keeps Columns	works so that you can get to work immediately on your AV project.
		— Aligned Automatically	Final Draft AV lines up audio and video columns automatically . and keeps them aligned when text is added, edited or deleted in either column
	§	DISSOLVE TO DEMO SCREEN	

4 Press Ctrl + Z (Windows) or Cmd + Z (Mac) to undo the rearrangement.

Let's begin another rearrangement from the Video column. Though the following makes little practical sense, it is great for demonstration purposes.

5 Select some text in the Video column, similar to:

TEXT TO BE REARRANGED	§	Final Draft AV Box	NARRATOR: (upbeat) Final Draft AV is a self-contained, full featured word processor that is specifically designed for writing audio-visual dual column scripts. This overview will give you a quick glimpse at how Final Draft AV works so that you can get to work immediately on your AV project.
	—	— SUPER: Keeps Columns Aligned Automatically	Final Draft AV lines up audio and video columns automatically and keeps them aligned when text is added, edited or deleted in either column.
	§	DISSOLVE TO DEMO SCREEN	

- 6 Click and drag the text across the vertical separator line and the blue Rearrange Guide Line appears. Continue to drag the text between some text in the Video column, similar to:

USE THE
REARRANGE
GUIDE LINE TO
INDICATE WHERE
THE SELECTED TEXT
WILL LINE UP

§	Final Draft AV Box	<u>NARRATOR:</u> (upbeat) Final Draft AV is a self-contained, full featured word processor that is specifically designed for writing audio-visual dual column scripts. This overview will give you a quick glimpse at how Final Draft AV works so that you can get to work immediately on your AV project.
-	SUPER: Keeps Columns Aligned Automatically	Final Draft AV lines up audio and video columns automatically and keeps them aligned when text is added, edited or deleted in either column.
§	DISSOLVE TO DEMO SCREEN	

- 7 Release the mouse button and the text will be rearranged.

TEXT IS IN NEW
POSITION, AND
A NEW SCENE
IS CREATED

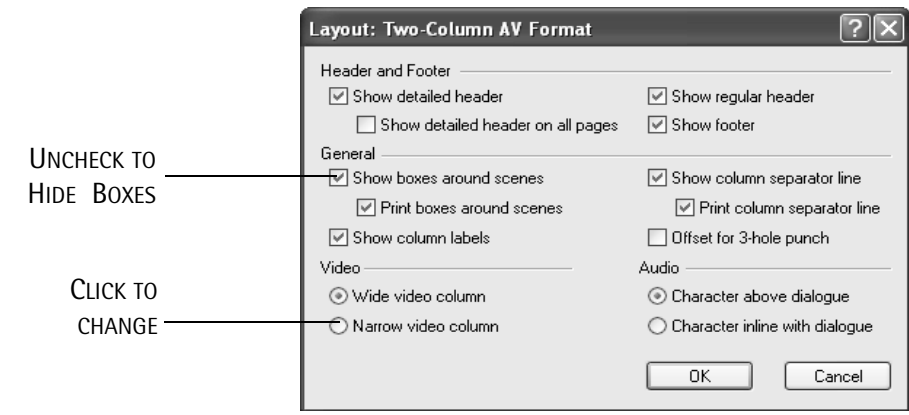
§	Final Draft	<u>NARRATOR:</u> (upbeat) Final Draft AV is a self-contained, full featured word processor that is specifically designed for writing audio-visual dual column scripts. This overview will give you a quick glimpse at how Final Draft AV works so that you can get to work immediately on your AV project.
-	SUPER: Keeps Columns Aligned Automatically	Final Draft AV lines up audio and video columns automatically and
§	AV Box	keeps them aligned when text is added, edited or deleted in either column.
§	DISSOLVE TO DEMO SCREEN	

- 8 Press **Ctrl + Z** (Windows) or **Cmd + Z** (Mac) to undo the rearrangement

Changing the Layout's Parameters

Every layout can have its visual appearance changed. We'll continue to use the sample script to demonstrate.

- 1 With any script open, choose View > Layout and the Layout dialog appears.
- 2 Uncheck the Show boxes around scenes checkbox, click the Narrow video column radio button and click OK.



The script now appears as:

CHANGED TO NARROW VIDEO COLUMN AND NO BOXES

	<u>VIDEO</u>	<u>AUDIO</u>
§	FADE UP ON TITLE: <i>How To Use Final Draft AV</i>	Music up
-	DISSOLVE TO:	Music fades
§	Final Draft AV Box	<u>NARRATOR:</u> (upbeat) Final Draft AV is a self-contained, full featured word processor that is specifically designed for writing audio-visual dual column scripts. This overview will give you a quick glimpse at how Final Draft AV works so that you can get to work immediately on your AV project.
-	SUPER: Keeps Columns Aligned Automatically	Final Draft AV lines up audio and video columns automatically and keeps them aligned when text is added, edited or deleted in either column.
§	DISSOLVE TO DEMO SCREEN	

To return to the original settings:

- 3 Choose View > Layout.
- 4 Check the Show boxes around scenes checkbox, click the Wide video column radio button and click OK.

The script returns to its original appearance.

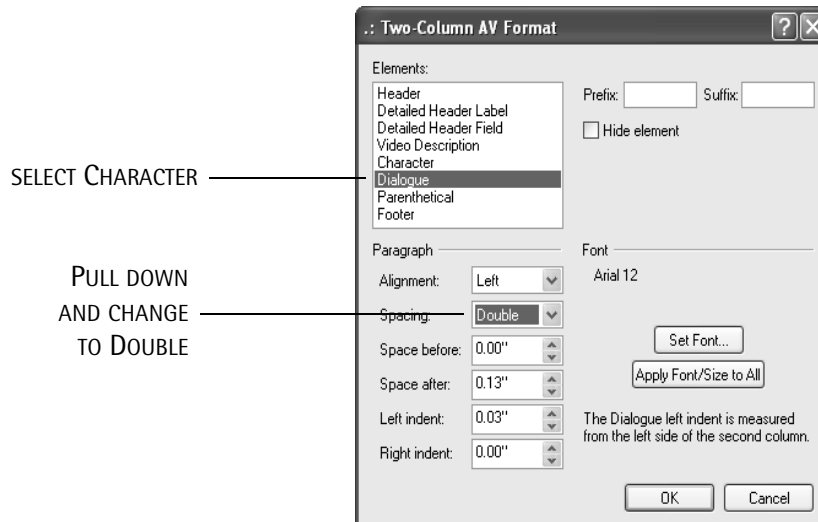
Experiment with the other settings of the Layout Dialog to get the settings you prefer. You can create a template with the settings you desire, so that you do not have to redo the settings. See *Creating a Template*, later in this section.

Changing Element Settings

Each Layout can have its Elements settings changed. For example, you can change an Element's font, font style, alignment, spacing and whether the element appears at all.

For our sample script, we will adjust the spacing of the Dialogue Element:

- 1 Choose View > Elements and the Elements Dialog appears.
- 2 Select Dialogue from the Elements List.
- 3 Click the Spacing pull-down menu, choose Double and click OK.



The script now appears as:

DIALOGUE IS DOUBLE-SPACED

	<u>VIDEO</u>	<u>AUDIO</u>
§	FADE UP ON TITLE: <i>How To Use Final Draft AV</i>	Music up
-	DISSOLVE TO:	Music fades
§	Final Draft AV Box	<u>NARRATOR:</u> (upbeat) Final Draft AV is a self-contained, full featured word processor that is specifically designed for writing audio-visual dual column scripts. This overview will give you a quick glimpse at how Final Draft AV works so that you can get to work immediately on your AV project.
-	SUPER: Keeps Columns Aligned Automatically	Final Draft AV lines up audio and video columns automatically and keeps them aligned when text is added, edited or deleted in either column.
§	DISSOLVE TO DEMO SCREEN	

Note that all scenes and shots are still properly aligned.

- 4 Choose View > Elements and the Elements Dialog appears.
- 5 Select Dialogue and click the Spacing pull-down menu, select 1.5 and click OK.

The script returns to its original appearance.

Experiment with the other settings of the Elements Dialog to get the settings you prefer.

Creating A Template

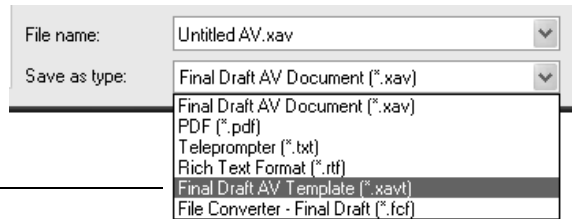
You can create a template with the settings you desire, so that you never have to redo the settings. You can also set your own Headers and Footers; see the *Headers and Footers* section.

For example, once we have made changes to the View > Elements and View > Layout dialog, we would first eliminate any text, then save the template.

- 1 If there is any text, choose Edit > Select All to select all the text.
- 2 Press Delete or Backspace to remove the text.
- 3 Choose File > Save As.

- 4 Navigate to where you wish to save the template.
- 5 Choose Final Draft AV template as Save as type: (Windows) or Format (Mac).

CHOOSE FINAL DRAFT
AV TEMPLATE



- 6 Name the template.
- 7 Click Save.

Whenever you begin a new script, open the template file *first* and begin writing your script.

Radio Layout

Final Draft AV's different layouts allow you to reformat the script for different purposes. Each layout has its own visual parameters and elements settings.

We'll use a script that has more characters than our sample. Here is the script in AV layout:

§	OPEN ON DESOLATE ARCTIC WASTELAND, VARIOUS SHOTS	JIM: (reverently) Though it seems unlikely, the arctic contains all kinds of Wildlife. JANICE: This harsh environment is home to a wide diversity of animals.
§	(MONTAGE) VARIOUS SHOTS OF CARIBOU HERDS IN MOTION	JIM: Caribou Migrate over great distances
§	VARIOUS SHOTS OF SEALS ON ICE AND BELOW	JANICE: Seals frolic on ice floes and below the surface.
-	MOSQUITOES SWARM	JIM: Swarms of mosquitoes and black flies take advantage of the all-too-brief summer.
§	MCU JIM & JANICE ON ICE FLOW	JANICE: WELCOME TO THE ARCTIC! The long arctic winter has begun. JIM: All the animals - on both land and sea are preparing for the months of darkness that lie ahead.

- 1 Choose View > Radio Layout.

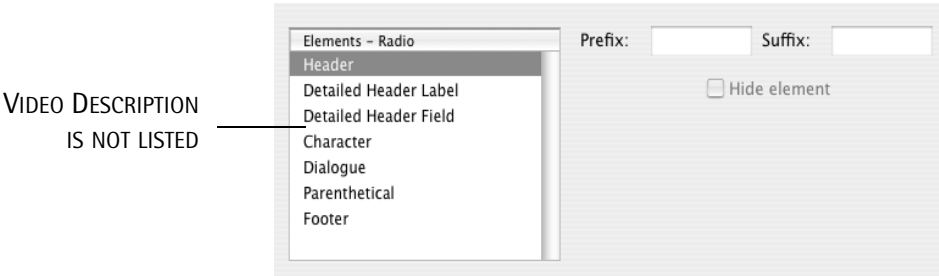
The layout changes and the script now appears as:

RADIO LAYOUT

JIM:	(reverently) THOUGH IT SEEMS UNLIKELY, THE ARCTIC CONTAINS ALL KINDS OF WILDLIFE.
JANICE:	THIS HARSH ENVIRONMENT IS HOME TO A WIDE DIVERSITY OF ANIMALS.
JIM:	CARIBOU MIGRATE OVER GREAT DISTANCES
JANICE:	SEALS FROLIC ON ICE FLOES AND BELOW THE SURFACE.
JIM:	SWARMS OF MOSQUITOES AND BLACK FLIES TAKE ADVANTAGE OF THE ALL-TOO-BRIEF SUMMER.
JANICE:	WELCOME TO THE ARCTIC! THE LONG ARCTIC WINTER HAS BEGUN.
JIM:	ALL THE ANIMALS - ON BOTH LAND AND SEA ARE PREPARING FOR THE MONTHS OF DARKNESS THAT LIE AHEAD.

Notice that the Video Description element is gone.

2 Choose View > Elements and the Elements Dialog appears.



3 Click OK to return to the script.

Although the Video Description text is hidden, the text is still maintained with the script.

4 Choose View > AV Layout to return to the AV format.

Entering Audio First

There are many instances where you will write (or import) the audio portion of a script prior to describing the visuals. For example, you might get an audio transcript of scenes from a documentary, the audio transcript from a news report, the lyrics of a song for a music video, etc.

There are three methods of getting some text into a Final Draft AV script:

- Cut and paste text from another document
- or -
- Import text from another document
- or -
- Type text in directly

We'll briefly explore each of these. As our next tutorial example, we will begin to script a music video for a song called *House Full of Love* (lyrics used by permission). Let's begin by presuming that like many transcripts, the lyrics have been sent in MS Word or another word processor, or in the body of an email.

- 1 Open MS Word or any word processor, or an email program.
- 2 Begin a new document by choosing File > New.
- 3 Type:

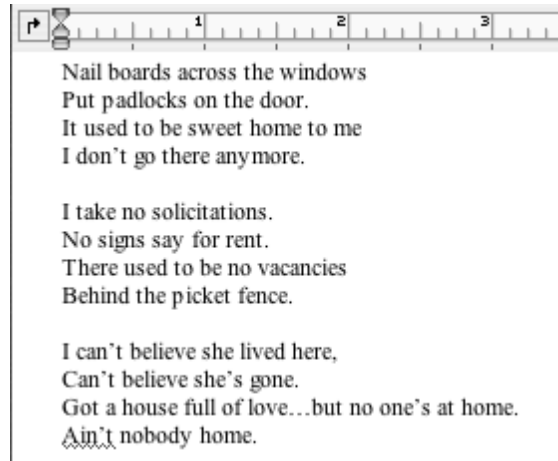
Nail boards across the windows
Put padlocks on the door.
It used to be sweet home to me
I don't go there anymore.

I take no solicitations.
No signs say for rent.
There used to be no vacancies
Behind the picket fence.

I can't believe she lived here,
Can't believe she's gone.
Got a house full of love...but no one's at home.
Ain't nobody home.

- 4 Save your work by choosing File > Save, etc., or whatever is required by the software you are using.

The screen appears similar to:



5 Select the text by either:

Clicking and dragging the mouse

- or -

Choosing Edit > Select All

- or -

Clicking in the text, then pressing **Control (Ctrl) + A** (Windows) or **Command (Cmd) + A** (Mac)

6 Copy the text by choosing Edit > Copy or **Control (Ctrl) + C** (Windows) or **Command (Cmd) + C** (Mac).

7 If Final Draft AV is not opened, open it. If it is opened, choose File > New.

Either way you should now have a blank, *Untitled* script. Let's move to the Audio column.

8 Click the mouse in the Audio column

- or -

Press **Control (Ctrl) + 3** (Windows) or **Command (Cmd) + 3** (Mac)

- or -

Click the green Dialogue icon in the toolbar

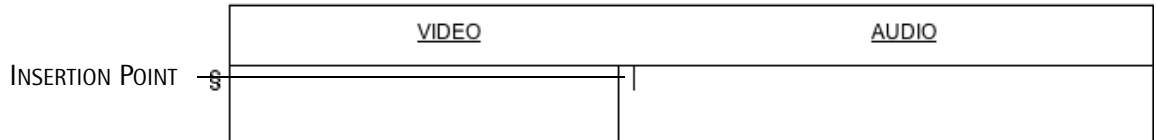
- or -

Choose Insert > Dialogue

- or -

Click the right mouse button and choose Insert > Dialogue from the Contextual Menu

The screen appears as:



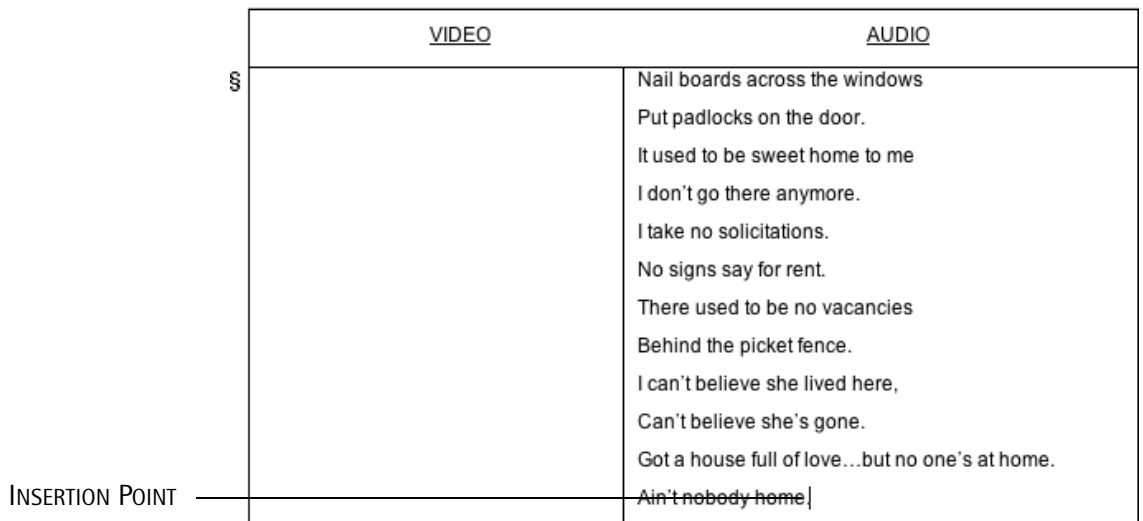
Let's paste in the text.

9 Press **Control (Ctrl) + V (Windows)** or **Command (Cmd) + V (Mac)**.

- or -

Choose **Edit > Paste**.

The screen appears as:



Before we continue, let's explore the second method of getting text into Final Draft AV - importing.

10 Return to the document you originally entered the text and choose **File > Save As** (or **File > Save** if you have yet to save it).

11 Save the document as text or RTF. Close the file or exit MS Word.

12 Return to Final Draft AV.

13 Choose File > Open, navigate to the text or RTF file and click OK.

An *Untitled* document appears with the Reformat dialog open. The Reformat dialog is used to change the element type within Final Draft AV. Note that all the text has been imported into the **Video** column. Each line has become a separate scene. We will use the Reformat dialog to move it into the Audio column.

TEXT IS SELECTED, READY FOR REFORMATTING

REFORMAT DIALOG

	VIDEO	AUDIO
3	Nail boards across the windows	
3	Put padlocks on the door.	
3	It used to be sweet home to me	
3	I don't go there anymore.	
3	I take no solicitations.	
3	No signs say for rent.	
3	There used to be no vacancies	
3	Behind the picket fence.	
3	I cant believe she lived here,	
3	Cant believe shes gone.	
3	Got a house full of love but no ones at home.	
3	Ain't nobody home.	

Reformat

◀▶

Scene

Shot

Character

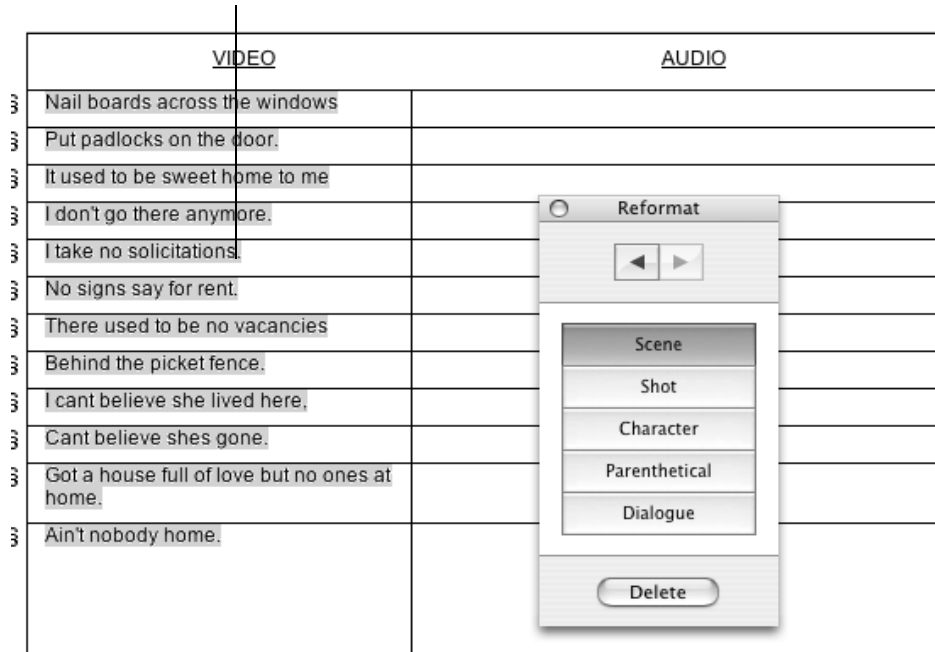
Parenthetical

Dialogue

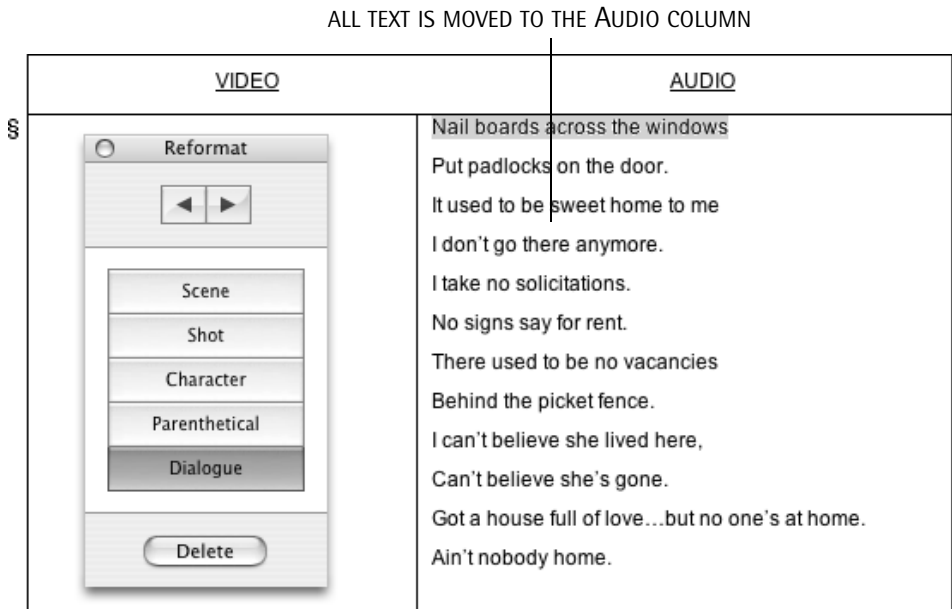
Delete

- 14 (Windows) Click in a text field and Edit >Select All or **Control (Ctrl) + A**, or (Mac) click **Command (Cmd) + A** (Mac) and the screen appears as:

ALL TEXT IS NOW SELECTED, READY FOR REFORMATTING



15 Click the Dialogue button on the Reformat dialog. The screen now appears as:



16 Click the close box on the Reformat dialog.

Alternatively:
Use the Element drop-down in the Toolbar and choose Dialogue.

The third method of getting text into Final Draft AV is to simply type it in directly. In brief, for this example, you would:

Begin a new document.

Click in the Audio column.

Type in the lyrics.

For each line you would press **Control (Ctrl) + 3 (Windows)** or **Command (Cmd) + 3 (Mac)**.

Now that the lyrics are in the Audio column, let's enter some simple visual directions.

16 Click in the first line of the Video column. Type in a Video Description similar to:

	<u>VIDEO</u>	<u>AUDIO</u>
§	OPEN ON: suburban neighborhood with immaculate lawns, etc. Camera moves down street and locates an eyesore of a house- overgrown with weeds.	Nail boards across the windows Put padlocks on the door. It used to be sweet home to me I don't go there anymore.
	INSERTION POINT	

We want the next shot to begin with the second line of the song.

16 Click at the end of the first line of the song:

	<u>VIDEO</u>	<u>AUDIO</u>
§	OPEN ON: suburban neighborhood with immaculate lawns, etc. Camera moves down street and locates an eyesore of a house- overgrown with weeds.	Nail boards across the windows Put padlocks on the door. It used to be sweet home to me
		INSERTION POINT

17 Press **Control (Ctrl) + 1 (Windows)** or **Command (Cmd) + 1 (Mac)**

- or -

Click the blue Insert Shot icon in the toolbar

- or -

Choose Insert > Video Description

- or -

Click the right mouse button and choose Insert > Description from the Contextual Menu

The screen appears as:

	<u>VIDEO</u>	<u>AUDIO</u>
§	OPEN ON: suburban neighborhood with immaculate lawns,etc. Camera moves down street and locates an eyesore of a house- overgrown with weeds.	Nail boards across the windows
-		Put padlocks on the door.

INSERTION POINT

Note that the line “Put padlocks...” is aligned with the new shot.

18 Type in a description similar to:

	<u>VIDEO</u>	<u>AUDIO</u>
§	OPEN ON: suburban neighborhood with immaculate lawns,etc. Camera moves down street and locates an eyesore of a house- overgrown with weeds.	Nail boards across the windows
-	MCU; Singer walking from around the back of the house. Camera circles and follows as he continues to stroll	Put padlocks on the door. It used to be sweet home to me I don't go there anymore.

INSERTION POINT

19 Click the mouse after "...to me":

	<u>VIDEO</u>	<u>AUDIO</u>
§	OPEN ON: suburban neighborhood with immaculate lawns,etc. Camera moves down street and locates an eyesore of a house- overgrown with weeds.	Nail boards across the windows
-	MCU; Singer walking from around the back of the house. Camera circles and follows as he continues to stroll.	Put padlocks on the door. It used to be sweet home to me I don't go there anymore.

INSERTION POINT

20 Press **Shift + Control (Ctrl) + 1** (Windows) or **Option + Command (Cmd) + 1** (Mac)

- or -

Click the blue Insert Shot icon in the toolbar

- or -

Choose Insert > Video Description

- or -

Click the right mouse button and choose Insert > Video Description from the Contextual Menu

Note that the line "I don't..." is now aligned with the new shot. Type in a description similar to:

	<u>VIDEO</u>	<u>AUDIO</u>
§	OPEN ON: suburban neighborhood with immaculate lawns,etc. Camera moves down street and locates an eyesore of a house- overgrown with weeds.	Nail boards across the windows
-	MCU; Singer walking from around the back of the house. Camera circles and follows as he continues to stroll.	Put padlocks on the door. It used to be sweet home to me
-	CLOSE IN: Singer's face	I don't go there anymore. I take no solicitations.

INSERTION POINT

To keep this demonstration simple, let's presume we'll keep on this shot for a few lines and then create a new scene.

21 Click the mouse after the line "...picket fence":

	<u>VIDEO</u>	<u>AUDIO</u>
§	OPEN ON: suburban neighborhood with immaculate lawns,etc. Camera moves down street and locates an eyesore of a house- overgrown with weeds.	Nail boards across the windows
-	MCU; Singer walking from around the back of the house. Camera circles and follows as he continues to stroll.	Put padlocks on the door. It used to be sweet home to me
-	CLOSE IN: Singer's face.	I don't go there anymore. I take no solicitations. No signs say for rent. There used to be no vacancies Behind the picket fence

INSERTION POINT

22 Press **Shift + Control (Ctrl) + 1** (Windows) or **Option + Command (Cmd) + 1** (Mac)

- or -
Click the blue Insert Scene icon in the toolbar
- or -
Choose Insert > New Scene > Video Description
- or -
Click the right mouse button and choose Insert > New Scene > Video Description from the Contextual Menu

A Scene Marker and Box appear. Type in a description similar to:

		VIDEO	AUDIO
SCENE MARKER — §	§	OPEN ON: suburban neighborhood with immaculate lawns, etc. Camera moves down street and locates an eyesore of a house- overgrown with weeds.	Nail boards across the windows
	-	MCU; Singer walking from around the back of the house. Camera circles and follows as he continues to stroll.	Put padlocks on the door. It used to be sweet home to me
	-	CLOSE IN: Singer's face.	I don't go there anymore. I take no solicitations. No signs say for rent. There used to be no vacancies Behind the picket fence.
	§	Concert footage	I can't believe she lived here, Can't believe she's gone. Got a house full of love...but no one's at home. Ain't nobody home.

INSERTION POINT

23 Save the script by choosing File > Save.

Feel free to continue experimenting with this example on your own. We will also continue to use it in the following pages.

Using the Linear Layout for Other Functions

The Linear Layout is designed to be an open, versatile format that can be adapted for many uses. In addition, it provides a convenient format in which to edit scripts, since all the elements are spread across the page. We will examine how a few simple modifications to the Linear layout can provide you with useful information.

At this time, Final Draft AV does not contain any reporting features. However, you can adapt the Linear Layout to present specific types of information. For example, you may have a need for a shot list. We will use the earlier example of the music video *House Full of Love*. We will edit the default Linear Layout to allow us to view only the information we need.

- 1 If you had previously saved this music video script, open it now.
- 2 Choose View > Linear Layout to switch to the default Linear format.

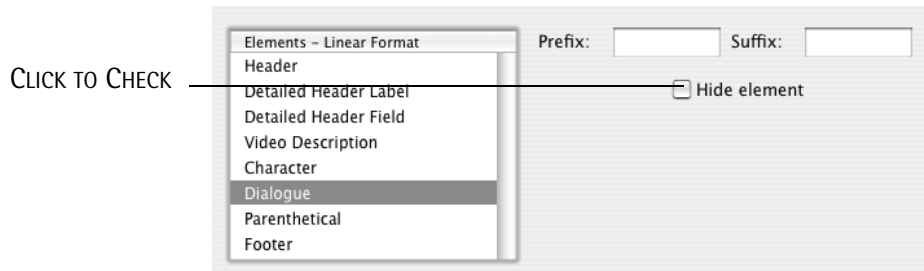
The screen now appears as:

```

§  OPEN ON: SUBURBAN NEIGHBORHOOD WITH IMMACULATE LAWNS,ETC. CAMERA
MOVES DOWN STREET AND LOCATES AN EYESORE  OF A HOUSE- OVERGROWN WITH
WEEDS.
    Nail boards across the windows
-  MCU; SINGER WALKING FROM AROUND THE BACK OF THE HOUSE. CAMERA CIRCLES
AND FOLLOWS AS HE CONTINUES TO STROLL.
    Put padlocks on the door.
    It used to be sweet home to me
-  CLOSE IN: SINGER'S FACE.
    I don't go there anymore.
    I take no solicitations.
    No signs say for rent.
    There used to be no vacancies
    Behind the picket fence.
§  CONCERT FOOTAGE
    I can't believe she lived here,
    Can't believe she's gone.
    Got a house full of love...but no one's at home.
    Ain't nobody home.
  
```

To turn this into a shot list, we will need to eliminate the unwanted Dialogue element.

- 3 Choose View > Elements and the Elements dialog appears.
- 4 Select Dialogue from the Elements list.
- 5 Click the Hide element checkbox to check it.



6 Click OK to exit the Elements dialog. The script appears as:

```
§ OPEN ON: SUBURBAN NEIGHBORHOOD WITH IMMACULATE LAWNS,ETC. CAMERA  
MOVES DOWN STREET AND LOCATES AN EYESORE OF A HOUSE- OVERGROWN WITH  
WEEDS.  
- MCU; SINGER WALKING FROM AROUND THE BACK OF THE HOUSE. CAMERA CIRCLES  
AND FOLLOWS AS HE CONTINUES TO STROLL.  
- CLOSE IN: SINGER'S FACE.  
§ CONCERT FOOTAGE
```

The result is a serviceable shot list.

You can edit the text, as desired. Any changes made to the text are reflected in all other layouts.

Headers and Footers

The Headers and Footers can be edited to suit your requirements. By setting the Headers and Footers the way you want them, as well as setting the Element fonts, styles, etc., you can create templates specifically for your needs.

For complete details and practical examples, see the *Headers and Footers* section.

Importing and Exporting Scripts

Plain text files (TXT) and Rich Text Files (RTF) from other word processors can be imported into Final Draft AV. When there are 3 or more columns in a document a special import dialog appears to determine how the text will be formatted. In addition, scripts created in Final Draft (screenplay or other formats) can be imported when they have been saved in Final Draft's File Converter Format (FCF).

In addition to being able to save Final Draft AV scripts to PDF format, they can be exported to teleprompters, word processors and to Final Draft (for screenplays).

For complete details and practical examples, see the *Importing and Exporting* section.

Making Backups

To guard against the loss of important information, making backup (duplicate) copies of your Final Draft AV scripts should be a regular part of your routine. The importance of making frequent backups cannot be emphasized enough. Unfortunately, most people do not take this advice seriously until they have lost valuable data, either from computer hardware failure, by accidentally erasing an important document, from having a computer stolen, or having the computer destroyed in a fire or accident. If you ever experience problems, it is easy to copy the document from the backup to another computer so you can continue writing.

Whether you make backups every day, every other day, or weekly depends on the amount of work you do. Backing up takes a few moments; trying to recreate a script may take days (or longer).

It does not matter whether you back up to CD-ROMs, DVDs, USB drives or other removable media. *The important point is that backups get made frequently.* If you don't know how to make CDs or backups to other media, *learn how to do so today.*

Also, it is strongly suggested you make *two* copies of every document, on different media and put them or send them to different locations. Keep one copy with you and one off-site.

Your creative work took many hours to make. Take a few minutes to protect it.



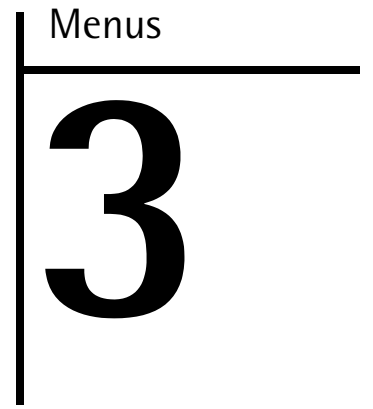
NOTE: *Another backup option is to use an online storage solution, which allows you to upload your files to a remote server and download them when needed, to any computer.*

Going Forward

Final Draft AV has many other functions and features too numerous to mention in a few tutorials.

Please review the rest of this *User Manual* to get a better understanding of all Final Draft AV has to offer. Take the time to play with its many functions so that you will be able to use it efficiently for all your production scriptwriting.

Menus



In this section, Final Draft AV's menus are explained from left to right, top to bottom. Some menu commands are covered in greater detail in other sections of this *User Manual*, while many are explained only in this section.



TIP: *Final Draft AV is continually being updated and new features are being added (mostly from user feedback). Check our website either by choosing the Help > Updates Page command within the program or go directly to www.finaldraft.com/updates for the latest information and downloadable files. Only registered Final Draft AV customers are entitled to the many services we provide, including updates and technical support.*



NOTE: *Mac users - the leftmost Final Draft AV menu is described at the end of this section.*

File Menu

New

Begins a new document.

Choose File > New and a new, blank, Untitled script window appears in the default AV Layout or whichever template was used last.

Open

Opens existing Final Draft AV scripts and templates or imports and automatically converts Final Draft scripts (File Converter files) as well as Rich Text and text files.

To open a document:

- 1 Choose File > Open and the standard Open dialog appears.
- 2 Navigate to the location of the file to be opened or imported.
- 3 (Windows only) Select the type of file to be opened; default is Final Draft AV Documents.
- 4 Select the desired file.
- 5 Click Open.

A window containing the selected script is opened, ready for editing or printing.

FINAL DRAFT AV SCRIPTS

Scripts created in Final Draft AV (Windows or Macintosh) can be opened directly.



NOTE: *Scripts created in Final Draft AV 1.x can be opened, but must be resaved as Final Draft AV 2.x scripts. The file extension will change from .av to .xav.*

FINAL DRAFT AV TEMPLATES

Final Draft AV Template files can be opened. They will appear as a new document with the name of the template.



NOTE: *Initially, three Final Draft Template files are included. They are located in the Final Draft AV 2.5 folder > Templates folder. They are AV, Radio and Linear.*

RICH TEXT FORMAT

Rich Text Format (RTF) files can be opened (imported). Almost all word processing programs can create RTF files. This format is designed to retain document formatting. RTF files have an .rtf extension; see the *Importing and Exporting* section.

TEXT FORMAT

Text (TXT) files can be opened (imported). Almost all word processing programs can create Text files. Text files have a .txt extension; see the *Importing and Exporting* section.

FINAL DRAFT SCRIPTS

Scripts created in Final Draft (screenplay or other format) can be imported into Final Draft AV.



NOTE: *In order to import Final Draft scripts, they must first be saved in File Converter Format (FCF); see the Importing and Exporting section.*

ABOUT OPENING SCRIPTS ACROSS PLATFORMS

Scripts written on Final Draft AV for Windows can be read and edited on Final Draft AV for Macintosh and vice-versa. However, the exact font(s) used on one platform may not be available on the other.

When Final Draft AV encounters a font that it cannot match or is unknown:

- 1 The Choose Alternate Font dialog appears. It indicates which font it cannot match and lists all the fonts currently available.
- 2 Select the font to be used as a replacement.
- 3 Click OK.

The script will appear using the alternate font (where appropriate).

Open Recent (Mac)

Lists the script files that have been previously opened. The maximum number of files listed is determined in Final Draft AV > Preferences; see the end of the *Menus* section.

Choose File > Open Recent > [filename]. The selected script will be opened.

If the script is no longer where it was initially saved, the program will indicate that the script cannot be found.



NOTE: *This does not mean your document is gone, it means Final Draft AV cannot locate it. It was probably moved from its original location.*

Close

Closes the frontmost window.

If any changes have been made since the last time the script was saved:

- 1 Choose File > Close and the Save Changes dialog appears.
- 2 Click Yes (Windows) or Save (Mac) to save all changes before closing the script.

Save

Saves any changes made since the last Save.

When a script is being saved for the first time, the steps are identical to File > Save As (see *next topic*).



WARNING: *Since there is no Auto-Save function in Final Draft AV, we highly suggest you save your script on a regular basis.*

Save As

Allows a copy of the current script to be saved under a different name, file type or to a different location. This command is also used to assign a name to a new script that was created with File > New or when a Final Draft AV Template file, an .rtf or .fcf (File Converter Format) file is opened.

- 1 Choose File > Save As, and the standard Save dialog appears.
- 2 Navigate to where the file is to be saved.
- 3 Type in the name of the script in the text field.
- 4 Choose the file type:

Final Draft AV (default)

May be opened by Final Draft AV (Windows or Macintosh) only. These files have an .xav extension.

PDF

The Portable Document Format (PDF) is the *de facto* standard for exchanging documents between computers and on the Internet; these files have a .pdf extension.

Teleprompter

Creates a text file that is compatible with most prompting programs (and other word-processing programs, too). These files have a .txt extension; see the *Importing and Exporting* section.

Rich Text Format

Creates a file that is compatible with most word-processing programs. RTF files have an .rtf extension; see the *Importing and Exporting* section.

Final Draft AV Template

May be opened by Final Draft AV (Windows or Macintosh) only; .xavt extension.



TIP: *In order to store them all in one convenient location, we suggest that you save any Template files in the Final Draft AV 2.5 folder > Template folder.*

File Converter Format – Final Draft

This format allows scripts to be exchanged between Final Draft AV and Final Draft (screenplay or other format). These files have a .fcf extension; see the *Importing and Exporting* section.

- 5 Click Save.

Revert

Returns the script to its last saved state.

- 1 Choose File > Revert.
- 2 A confirmation dialog appears.
- 3 Click OK to undo all changes made since the last save.



WARNING: *You cannot Undo a Revert.*

Export To Keynote (Mac)

Keynote, from Apple Computer, allows you to create high-quality presentations quickly and easily. You can use Keynote to create animated storyboards, dynamic photographic shows, etc.



NOTE: You must have Keynote 1.1 or higher.

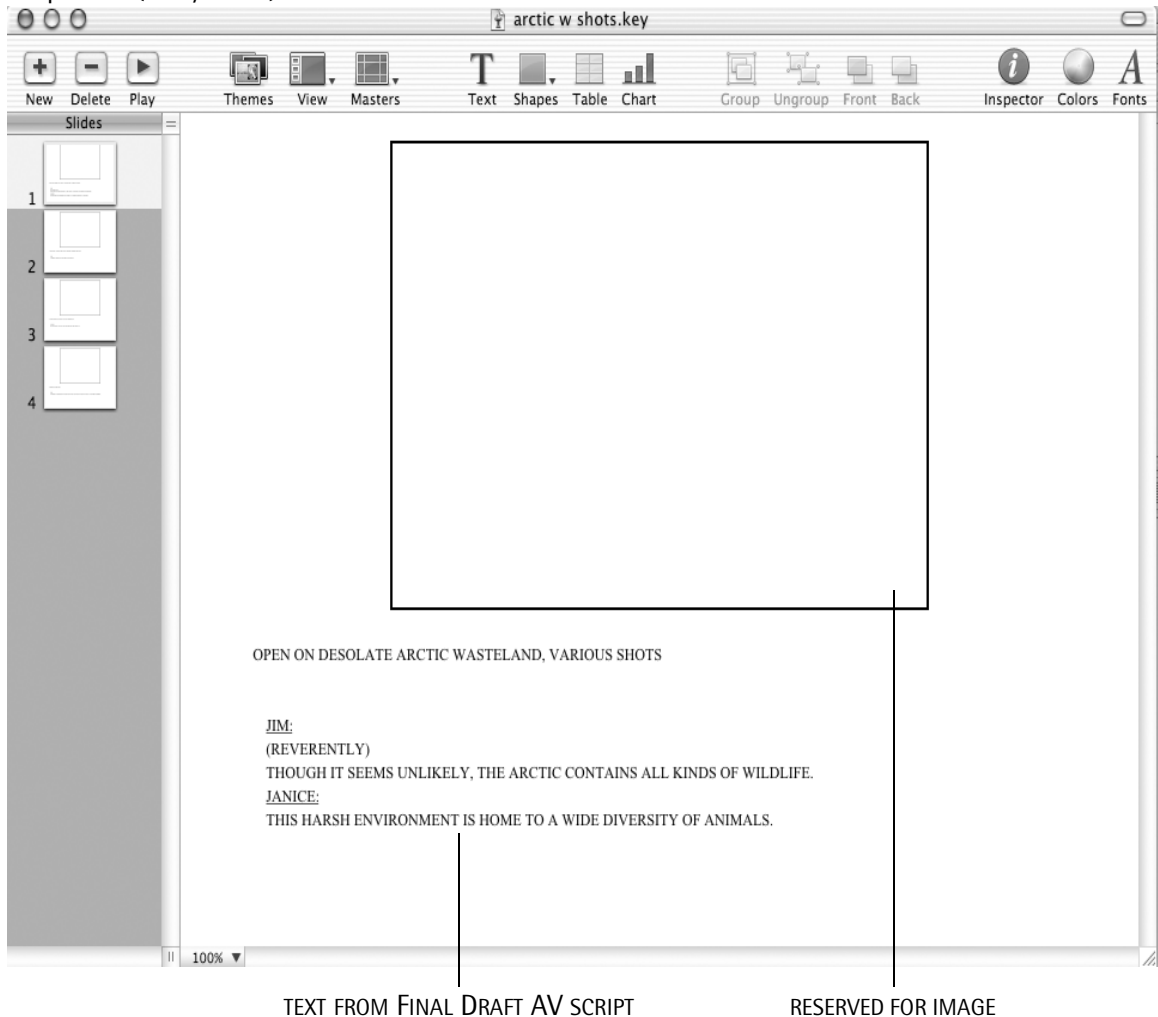
To export Final Draft AV scripts to Keynote:

- 1 Choose File > Export to Keynote.
- 2 Navigate to where the file is to be exported.
- 3 Click Export.
- 4 Choose which elements to export (default is all elements).
- 5 Choose whether to have the Keynote slides reserve a space for an image (storyboard).
- 6 Click OK.

For example, here is a script:

	<u>VIDEO</u>	<u>AUDIO</u>
§	OPEN ON DESOLATE ARCTIC WASTELAND, VARIOUS SHOTS	<u>JIM:</u> (REVERENTLY) THOUGH IT SEEMS UNLIKELY, THE ARCTIC CONTAINS ALL KINDS OF WILDLIFE. <u>JANICE:</u> THIS HARSH ENVIRONMENT IS HOME TO A WIDE DIVERSITY OF ANIMALS.
§	(MONTAGE) VARIOUS SHOTS OF CARIBOU HERDS IN MOTION	<u>JIM:</u> CARIBOU MIGRATE OVER GREAT DISTANCES.
-	VARIOUS SHOTS OF SEALS ON ICE AND BELOW	<u>JANICE:</u> SEALS FROLIC ON ICE FLOES AND BELOW THE SURFACE.
-	MOSQUITOS SWARM	<u>JIM:</u> SWARMS OF MOSQUITOS AND BLACK FLIES TAKE ADVANTAGE OF THE ALL-TOO-BRIEF

After exporting the script with all elements to Keynote, it appears in the Keynote Navigator View, ready for a picture (storyboard) to be added:



Each scene and shot have become individual slides.

Print Setup (Windows), Page Setup (Mac)

Displays a dialog containing printing options for the currently chosen printer.

Print Preview (Windows)

Allows the script to be viewed on screen as it will appear when printed.



NOTE: *(Mac) The Print Preview function is in the File > Print dialog.*

- 1 Choose File > Print Preview.

The first page of the script will be displayed.

- 2 To view other pages:
Use the Page Up or Page Down key.
(Windows) Click the Next Page or Prev Page buttons.
(Mac) Click the Next or Previous buttons or use a scroll wheel.

Functions are available that allow you to adjust the Page Setup, Print, and view One Page at a time or Two Pages at once.

In addition, you can Zoom In and Zoom Out of the script via the Zoom In/Zoom Out buttons or by clicking the magnifying glass cursor on the portion of the script to be magnified.

To return to the script:

Click the Close box (or the Close button), or press the Escape key (Windows).

Print

Used to print out part or all of the script according to the current Page Setup.

Register Script

The scripts may be registered via email with the Writers Guild of America, west's Registry Service.



NOTE: *You do not need to be a member of the WGAw to use this service.*

- 1 Choose File > Register Script.

You will be sent to a special page on Final Draft's website.

- 2 Follow the instructions on the page.

Recent Files (Windows)

Lists the script files that have been previously opened. The maximum number of files is set at 10. (Mac users have the same command; see File > Open Recent).

If the script is no longer where it was initially saved, the program will indicate that the script cannot be found.



NOTE: *This does not mean your document is gone, it means Final Draft AV cannot locate it. It was probably moved from its original location.*

Choose File > [filename]. The selected script will be opened.

Exit (Windows), Quit (Mac)

Closes all open scripts and quits Final Draft AV.

- 1 Choose File > Exit (Windows) or Final Draft AV > Quit (Mac).

If the script contains unsaved changes, the Save Changes dialog appears.

- 2 Click Yes (Windows) or Save (Mac) to save changes to a script.

Edit Menu

Undo <action>

Reverses the last editing action in the current script. Most editing, font changes and other functions may be undone. Depending on the last action, Edit > Undo will display the action to be undone, such as "Undo Typing," "Undo Cut," etc.

If there is no undoable action, the command reads Edit > Can't Undo.

Redo <action>

Redo is used to undo the last Edit > Undo.

If Edit > Undo was used to undo something, Redo will revert the script to how it was before the Undo was performed. Depending on the last action, Edit > Redo will display the action to be redone, such as "Redo Typing," "Redo Cut," etc.

Redo is useful for correcting an unwanted Undo.

If there is no redoable action, the command reads Edit > Can't Redo.

Cut

Removes the currently selected text and places it into the Clipboard.



NOTE: The Cut command is also available via the Contextual Menu.

Copy

Places a copy of the selected text into the Clipboard. Unlike Edit > Cut, it does not delete text.



NOTE: The Copy command is also available via the Contextual Menu.

Paste

Pastes (places) the text contents of the Clipboard into the script. The text is inserted at the insertion point (or, if there is a selection range, replaces the selected text).

Text in the Clipboard can exist in a few different forms:

Text that was copied (or cut) from a Final Draft AV document will retain its formatting characteristics.

Text that was copied or cut from another program will contain only the text without any formatting characteristics and places all the text into the column that currently contains the insertion point.



NOTE: *The Paste command is also available via the Contextual Menu.*



TIP: *Use Tools > Reformat, or choose Reformat in the Contextual Menu, to correct any text that is not formatted correctly.*



TIP: *Use RTF (Rich Text Format) to transfer complete scripts written in other word processors; see Importing and Exporting.*



NOTE *Results will vary, depending on the text to be pasted and the element into which it is pasted.*

USING REARRANGE AND DRAG-AND-DROP

The Rearrange Guide Line is a special type of drag-and-drop. It provides the ability to drag-and-drop any video text and have it line up with any audio text or vice versa. The Rearrange Guide Line indicates precisely where the selected text will line up when “dropped.” This functionality is not available in any other word processor.

Regular drag-and-drop is also available.

For complete details, see the *Rearrange* section.

Clear/Delete (Mac)

Used to delete the currently selected text. It performs the same operation as pressing the Delete/Backspace key.

Select All

Causes all the text contained in the script to be selected. Use this command to take some action on the entire script, such as copying the script into the Clipboard.

Find and Replace

Used to search for specific text within the frontmost script window and possibly replace the found text with different text.



NOTE: *Find begins from the insertion point, not the top of the script.*



NOTE: *Find will not search within the Header or the Footer.*

To search from the top of the script, first:

Scroll to the top of the script and click the mouse at the beginning of the text.

Choose Edit > Find and Replace, and the Find and Replace dialog appears:



To find text in the script:

- 1 Enter the text to search for in the Find what (Windows) or Find (Mac) text field.
- 2 Click Find.
- 3 When Final Draft AV reaches the end of the script, it will ask if you want it to continue searching from the beginning.

If the text is found, searching will stop and the found text will be selected.

If no text is located, nothing occurs.

To find the next occurrence of the same text:

Click Find again.

To Replace the found text:

- 1 Enter the text to be used as a replacement for the Find text in the Replace with (Windows) or Replace (Mac) text field.
- 2 Click Replace (or Replace All).

The text that was found will be replaced with the text in the Replace text field.

REPLACE ALL

Searches the script and replaces all occurrences of the text that is being searched.

ADDITIONAL FIND AND REPLACE OPTIONS

Match whole word only

Searches for matches of complete (not partial) words only.

Match case

Searches need to match upper– case and lower–case letters exactly.

Direction

Searches Up (backwards) or Down (forwards).

History pop-up (Mac)

Use the History pop-up menu to view a list of the last ten words or phrases that were requested.

To transfer one of the words in the History pop-up to the Find or Replace text field:

Select the desired word from the History menu and it will appear in the appropriate text field.

When all searching and replacing is completed:

Click Cancel (Windows) or the Close box (Mac).

Insert Scene

Choose this command to insert a new scene from the insertion point.

If the insertion point is within Video Description:

The new scene will be blank and splits any Video Description text that follows the insertion point, plus *all* of the Audio contained in the original scene. For example:

BEFORE INSERT SCENE

INSERTION POINT	§	JUPITER'S FIREWIRE SEDAN LS-7 BLOTS FORWARD INTO E.G. AND THEN PAST THE CAMERA	<u>SFX:</u> CRACK OF THUNDER
	§	CAMERA TRACKS AROUND THE LS-7 IN BULLET TIME' AS IT RACES ACROSS THE DESERT.	<u>NARRATOR (V.O.):</u> "IT TOOK TWO MILLENNIA OF HUMAN EVOLUTION TO CREATE A NEW AUTOMOTIVE

AFTER

NEW, INSERTED SCENE SPLITS THE ORIGINAL SCENE	§	JUPITER'S FIREWIRE SEDAN LS-7 BLOTS FORWARD INTO E.G.	
	§		
	§	AND THEN PAST THE CAMERA	<u>SFX:</u> CRACK OF THUNDER
	§	CAMERA TRACKS AROUND THE LS-7 IN BULLET TIME' AS IT RACES ACROSS THE DESERT.	<u>NARRATOR (V.O.):</u> "IT TOOK TWO MILLENNIA OF HUMAN EVOLUTION TO CREATE A NEW AUTOMOTIVE

If the insertion point is within Character or Audio:
The new scene will not contain any Video Description text. Only the text in the Audio that follows the insertion point will be included in the new scene. For example:

BEFORE INSERT SCENE

INSERTION POINT	§	CAMERA TRACKS AROUND THE LS-7 IN BULLET TIME AS IT RACES ACROSS THE DESERT.	<u>NARRATOR (V.O.):</u> "IT TOOK TWO MILLENNIA OF HUMAN EVOLUTION TO CREATE A NEW AUTOMOTIVE REVOLUTION." <u>SFX:</u> MUSIC BUILDS TO A CRESCENDO.
	§	SERIES OF SHOTS:	<u>SFX:</u> ROLLING THUNDER OVER MUSIC.

AFTER

NEW, INSERTED SCENE SPLITS THE ORIGINAL	§	CAMERA TRACKS AROUND THE LS-7 IN BULLET TIME AS IT RACES ACROSS THE DESERT.	<u>NARRATOR (V.O.):</u> "IT TOOK TWO MILLENNIA
	§		OF HUMAN EVOLUTION TO CREATE A NEW AUTOMOTIVE REVOLUTION." <u>SFX:</u> MUSIC BUILDS TO A CRESCENDO.
	§	SERIES OF SHOTS:	<u>SFX:</u> ROLLING THUNDER OVER MUSIC.

Join Scenes

Choose this command to join two scenes into a single scene.

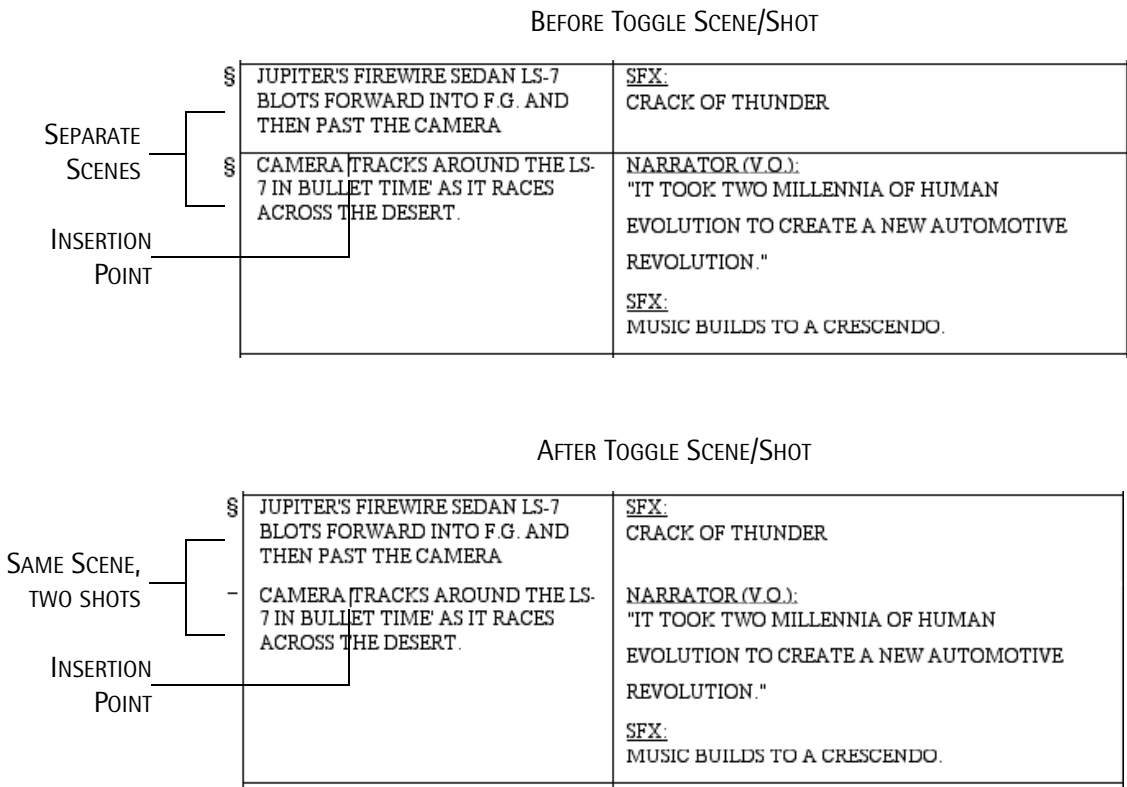
The scene containing the insertion point will be joined with the previous scene. For example:

BEFORE JOIN SCENE		
SEPARATE SCENES	§	JUPITER'S FIREWIRE SEDAN LS-7 BLOTS FORWARD INTO F.G. AND THEN PAST THE CAMERA
	§	CAMERA TRACKS AROUND THE LS- 7 IN BULLET TIME' AS IT RACES ACROSS THE DESERT.
INSERTION POINT		
		<u>SFX:</u> CRACK OF THUNDER
		<u>NARRATOR (V.O.):</u> "IT TOOK TWO MILLENNIA OF HUMAN EVOLUTION TO CREATE A NEW AUTOMOTIVE REVOLUTION."
		<u>SFX:</u> MUSIC BUILDS TO A CRESCENDO.
AFTER		
ONE SINGLE SCENE	§	JUPITER'S FIREWIRE SEDAN LS-7 BLOTS FORWARD INTO F.G. AND THEN PAST THE CAMERA CAMERA TRACKS AROUND THE LS- 7 IN BULLET TIME' AS IT RACES ACROSS THE DESERT.
		<u>SFX:</u> CRACK OF THUNDER
		<u>NARRATOR (V.O.):</u> "IT TOOK TWO MILLENNIA OF HUMAN EVOLUTION TO CREATE A NEW AUTOMOTIVE REVOLUTION."
		<u>SFX:</u> MUSIC BUILDS TO A CRESCENDO.

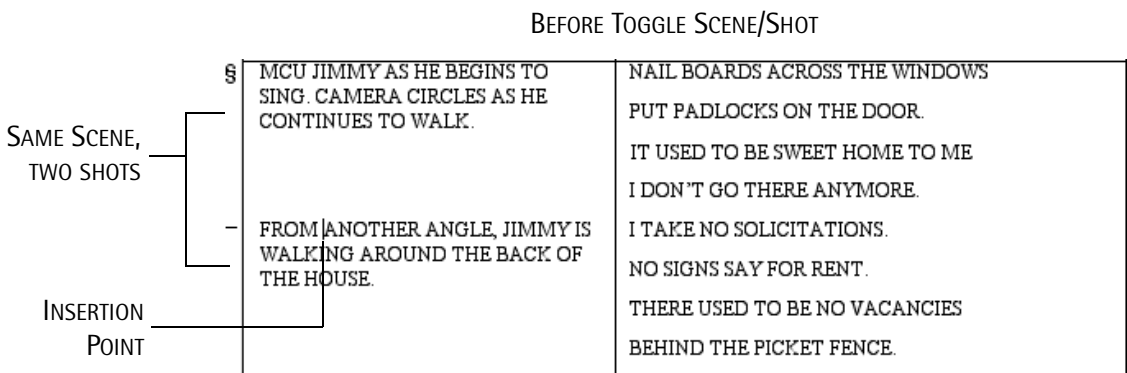
The text in the Video Description has been moved up.

Toggle Scene/Shot

Choose this command to change a scene to a shot and a shot to a scene. For example, you can turn a scene into a shot:



In this example, a shot is turned into a separate scene:



AFTER TOGGLE SCENE/SHOT

SEPARATE SCENES	§	MCU JIMMY AS HE BEGINS TO SING. CAMERA CIRCLES AS HE CONTINUES TO WALK.	NAIL BOARDS ACROSS THE WINDOWS PUT PADLOCKS ON THE DOOR. IT USED TO BE SWEET HOME TO ME I DON'T GO THERE ANYMORE.
	§	FROM ANOTHER ANGLE, JIMMY IS WALKING AROUND THE BACK OF THE HOUSE.	I TAKE NO SOLICITATIONS. NO SIGNS SAY FOR RENT. THERE USED TO BE NO VACANCIES BEHIND THE PICKET FENCE.
INSERTION POINT			

For more details, see *Additional Topics* at the end of the Menus section.

Select Scene

Choose this command so that the scene currently containing the insertion point (or the beginning of a selection range) becomes selected.

A scene in Final Draft AV is defined as a Video Description followed by Character, Dialogue, etc., paragraphs until the next Scene begins. The Scene Marker (§), located in the left margin, indicates the beginning of a scene.

Use Edit > Select Scene to take some action on an entire scene, such as changing the font style or dragging and dropping text to another location.

View Menu

AV Layout

This is the traditional audio-visual format. For details, see the *Tutorials* section.

Radio Layout

This layout uses only the Character, Parenthetical and Dialogue elements. For details, see the *Tutorials* section.

Linear Layout

Sometimes called Radio Play format; places all elements across the page horizontally. It is designed to be an open, versatile format that can be easily edited and adapted for many uses. For details, see the *Tutorials* section.



NOTE: *Each layout has its own unique element settings. Changes must be made separately to each layout. All changes will be saved along with the script; see next topic.*



NOTE: *By choosing different layouts, the script's text will be converted to the corresponding format.*



NOTE: *Whenever you save a document (including as Templates), the current layout will be retained, i.e. when the script is reopened it will appear in the current layout.*



NOTE: *Initially, the three layouts are included as Final Draft Templates files. They are located in the Final Draft AV 2.5 folder > Templates folder.*

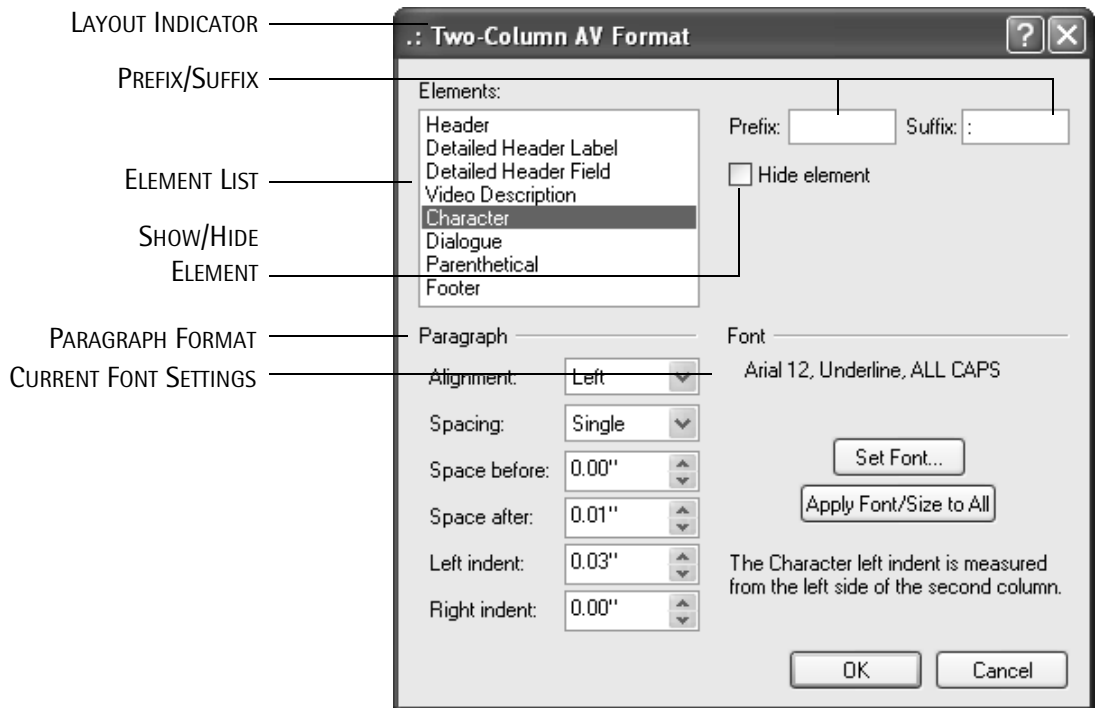
Elements

This provides complete control over how each element appears on screen, whether to include or exclude each element, which fonts and styles are used and whether any characters (such as :, -, etc.) precede or follow the element.



NOTE: *Each layout has its own unique element settings. Changes must be made to each layout. All changes will be saved along with the script.*

Choose View > Elements and the Elements dialog appears:



Layout Indicator

Displays which layout is currently being used. Any changes will be applied to this layout only.

Element List

Determines which element's settings are being viewed/changed.



NOTE: *Some elements have a few attributes that cannot be changed; Footer, for example.*

Paragraph Format

Specifies how the selected element is displayed and printed.

Alignment

Aligns paragraphs of the currently selected element relative to the indents. Options are left, centered and right.

Spacing

Sets the spacing between lines in paragraphs of the currently selected element. Options are single, 1.5 lines and double.

Space Before, Space After

Inserts spacing between elements, i.e. sets the amount of space above and below the currently selected element.

Left Indent, Right Indent

Indents paragraphs of the currently selected element from the left and right margins. Indents are measured from the left edge of the column.

Prefix, Suffix

Enter any text or symbol (such as :, –, etc.) in the appropriate field and it will automatically appear before or after the selected element. With the settings in the dialog on the previous page, the Character Element has a colon (:) automatically appear after it. If you typed ANNOUNCER, it would appear as ANNOUNCER:.

Show/Hide Element

Determines whether the text for the selected element is displayed. For example, in the default Radio Layout, the Video Description is hidden. This makes it easy to repurpose a script to make reports. For some examples, see the *Tutorials* section.

Font

Displays the font settings for the selected element.

Set Font... Button

Click to have the standard Font dialog appear (to set font, font size, bold, all caps, etc.).

Apply Font/Size to All

Click to have the *font* and *font size* of the currently selected element applied to *all* elements.



NOTE: *Other attributes (bold, casing, color, etc.) will not be changed.*

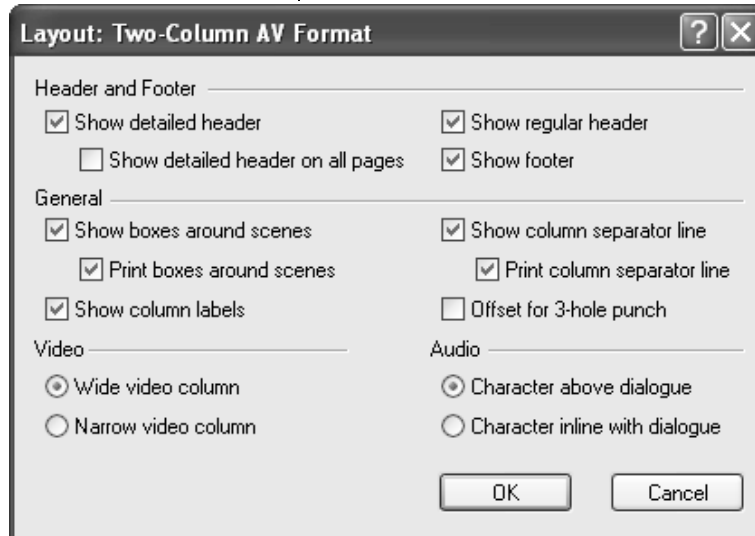
Once all changes have been made:
Click OK and the script will be modified.

Layout

Determines the appearance of each page of the currently selected layout. When File > New is chosen, the information for the layout in use will be displayed.

Choose View > Layout and the Layout dialog appears:

LAYOUT INDICATOR



Layout Indicator

Displays which layout is currently being used. Any changes will be applied to the current layout only.

Header and Footer

For details and examples, see the *Header and Footer* sections.

Show detailed header

Determines whether the detailed header appears on the first page. Default is enabled.

Show detailed header on all pages

Determines whether the detailed header appears on every page. Show detailed header option (above) must be enabled. Default is disabled.

Show regular header

Determines whether the regular header appears on every page. Default is enabled.

Show footer

Determines whether the footer appears on every page. Default is enabled.

General

For details and examples, see the *Tutorials* section.

Show boxes around scenes

A box will be drawn around each scene. Default is enabled.

Print boxes around scenes

Boxes will be printed around scenes. Default is enabled.

Show column separator line

A line will be drawn between columns. Default is enabled.



NOTE: *This option is available in AV Layout only.*

Print column separator lines

A line will be printed between columns. Default is enabled.

Show column labels

The left column will be labeled Video and the right column labeled Audio. Default is enabled.



NOTE: *The position, font and spelling of the labels cannot be changed.*



NOTE: *This option is available in AV Layout only.*

Offset for 3-hole punch

Moves the text to accommodate binding or a three-hole punch. The punch holes displayed will not be printed. Default is disabled.

Examples



NOTE: *Scene and Shot Markers will always be visible on screen but they will not be printed.*

BOXES AROUND EACH SCENE,
COLUMN SEPARATOR LINE
AND COLUMN LABELS
(DEFAULT)

Subject	Wave Detergent	Medium	Video
Job #	1234	Contact	30
Code #	CCC123	Draft	78
VIDEO		AUDIO	
\$	A WOMAN HOLDING A BOX OF "WAVE" LAUNDRY DETERGENT STANDING IN A TYPICAL AMERICAN KITCHEN.	WOMAN: WAVE DETERGENT GETS MY CLOTHES AS CLEAN AS THE OCEAN, AND HAS 1/3 LESS CARCINOGENS THAN THE LEADING LAUNDRY DETERGENT.	
\$	SIX YEAR OLD BOY ENTERS THE KITCHEN HOLDING UP A SHIRT LOOKING UPSET.	BOY: MOM! YOU RUINED MY NEW SWEATSHIRT. IT'S FULL OF HOLES! I'M TOO EMBARRASSED TO GO TO SCHOOL.	
\$	WOMAN TAKES THE SHIRT AND STARTS EXAMINING IT.	WOMAN: DON'T WORRY SON. THAT'S JUST THE SUPER CLEAN SCRUBBING POWER OF THE WAVE DETERGENT. NO OTHER.	

NO BOXES

Subject	Wave Detergent	Medium	Video
Job #	1234	Contact	30
Code #	CCC123	Draft	78
<u>VIDEO</u>		<u>AUDIO</u>	
§	A WOMAN HOLDING A BOX OF "WAVE" LAUNDRY DETERGENT STANDING IN A TYPICAL AMERICAN KITCHEN.	WOMAN: WAVE DETERGENT GETS MY CLOTHES AS CLEAN AS THE OCEAN, AND HAS 1/3 LESS CARCINOGENS THAN THE LEADING LAUNDRY DETERGENT.	
§	SIX YEAR OLD BOY ENTERS THE KITCHEN HOLDING UP A SHIRT LOOKING UPSET.	BOY: MOM! YOU RUINED MY NEW SWEATSHIRT. IT'S FULL OF HOLES! I'M TOO EMBARRASSED TO GO TO SCHOOL.	
§	WOMAN TAKES THE SHIRT AND STARTS EXAMINING IT.	WOMAN: DON'T WORRY SON. THAT'S JUST THE SUPER CLEAN SCRUBBING POWER OF THE WAVE DETERGENT. NO OTHER.	

NO COLUMN SEPARATOR

Subject	Wave Detergent	Medium	Video
Job #	1234	Contact	30
Code #	COC123	Draft	78
<u>VIDEO</u>		<u>AUDIO</u>	
§	A WOMAN HOLDING A BOX OF "WAVE" LAUNDRY DETERGENT STANDING IN A TYPICAL AMERICAN KITCHEN.	WOMAN: WAVE DETERGENT GETS MY CLOTHES AS CLEAN AS THE OCEAN, AND HAS 1/3 LESS CARCINOGENS THAN THE LEADING LAUNDRY DETERGENT.	
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§	WOMAN TAKES THE SHIRT AND STARTS EXAMINING IT.	WOMAN: DON'T WORRY SON. THAT'S JUST THE SUPER CLEAN SCRUBBING POWER OF THE WAVE DETERGENT. NO OTHER.	

No COLUMN LABELS

Subject	Wave Detergent	Medium	Video
Job #	1234	Contact	30
Code #	CCC123	Draft	78
§	A WOMAN HOLDING A BOX OF "WAVE" LAUNDRY DETERGENT STANDING IN A TYPICAL AMERICAN KITCHEN.	WOMAN: WAVE DETERGENT GETS MY CLOTHES AS CLEAN AS THE OCEAN, AND HAS 1/6 LESS CARCINOGENS THAN THE LEADING LAUNDRY DETERGENT.	
§	SIX YEAR OLD BOY ENTERS THE KITCHEN HOLDING UP A SHIRT LOOKING UPSET.	BOY: MOM! YOU RUINED MY NEW SWEATSHIRT. IT'S FULL OF HOLES! I'M TOO EMBARRASSED TO GO TO SCHOOL.	
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3-HOLE OFFSET

Agency

Client

Project

Title

Subject

Job #

Code #

Writer

Producer

Director

Art Director

Medium

Contact

Draft

VIDEO

AUDIO

§ WIDE SHOT OF ARCTIC WINTER, SNOW BLOWING, ICEBURGS IN THE DISTANCE.

NARRATOR (VO):
THE HABITAT OF THE POLAR BEAR IS HARSH AND DEMANDING

FREEZING TEMPERATURES...
WEATHER THAT CHANGES EVERY HOUR...
LONG DARK WINTERS...

MAKE SURVIVAL A DIFFICULT THING FOR THE MOTHER AND HER CUBS.

Video

Determines the width of the Video Column.



NOTE: *This option is available in AV Layout only.*

Wide video column

The Video and Audio columns will be approximately of equal width. This is the default setting.

Narrow video column

The Video column takes up one-third of the page.

WIDE VIDEO COLUMN

	VIDEO	AUDIO
§	A WOMAN HOLDING A BOX OF "WAVE" LAUNDRY DETERGENT STANDING IN A TYPICAL AMERICAN KITCHEN A SIX YEAR OLD BOY ENTERS THE KITCHEN HOLDING UP A SHIRT LOOKING UPSET.	<u>WOMAN:</u> WAVE DETERGENT GETS MY CLOTHES AS CLEAN AS THE OCEAN, AND HAS A THIRD LESS CARCINOGENS THAN THE LEADING LAUNDRY DETERGENT. <u>BOY:</u> MOM! YOU RUINED MY NEW SWEATSHIRT. IT'S FULL OF HOLES! I'M TOO EMBARRASSED TO GO TO SCHOOL.
§	WOMAN TAKES THE SHIRT AND STARTS EXAMINING IT.	<u>WOMAN:</u> (LOVINGLY) DON'T WORRY SON. THAT'S JUST THE SUPER CLEAN SCRUBBING POWER OF THE WAVE DETERGENT. NO OTHER DETERGENT IS STRONGER THAN WAVE. WAVE CONTAINS THE CLEANING POWER OF THE OCEAN.

NARROW VIDEO COLUMN

	VIDEO	AUDIO
§	A WOMAN HOLDING A BOX OF "WAVE" LAUNDRY DETERGENT STANDING IN A TYPICAL AMERICAN KITCHEN A SIX YEAR OLD BOY ENTERS THE KITCHEN HOLDING UP A SHIRT LOOKING UPSET.	<u>WOMAN:</u> WAVE DETERGENT GETS MY CLOTHES AS CLEAN AS THE OCEAN, AND HAS A THIRD LESS CARCINOGENS THAN THE LEADING LAUNDRY DETERGENT. <u>BOY:</u> MOM! YOU RUINED MY NEW SWEATSHIRT. IT'S FULL OF HOLES! I'M TOO EMBARRASSED TO GO TO SCHOOL.
§	WOMAN TAKES THE SHIRT AND STARTS EXAMINING IT.	<u>WOMAN:</u> (LOVINGLY) DON'T WORRY SON. THAT'S JUST THE SUPER CLEAN SCRUBBING POWER OF THE WAVE DETERGENT. NO OTHER DETERGENT IS STRONGER THAN WAVE. WAVE CONTAINS THE CLEANING POWER OF THE OCEAN.

Audio

Determines the settings for the Audio Column.



NOTE: *This option is available in AV Layout only.*

Character above dialogue

The Character will be placed above the Dialogue. This is the default setting.

Character inline with dialogue

The Character will be placed to the left of the Dialogue.

CHARACTER ABOVE DIALOGUE

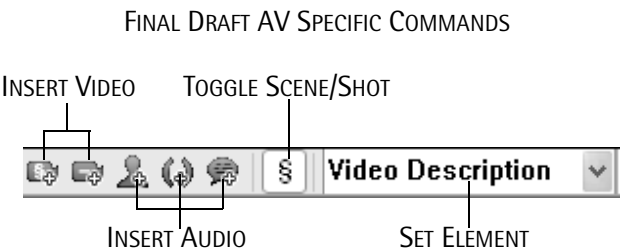
BOY:
MOM! YOU RUINED MY NEW
SWEATSHIRT. IT'S FULL OF HOLES! I'M
TOO EMBARRASSED TO GO TO SCHOOL.

CHARACTER INLINE WITH DIALOGUE

BOY: MOM! YOU RUINED MY NEW
SWEATSHIRT. IT'S FULL OF
HOLES! I'M TOO
EMBARRASSED TO GO TO
SCHOOL.

Toolbar

Located above the script window, the Toolbar contains buttons that perform standard file and editing tasks and other commands specific to Final Draft AV. The Toolbar is visible by default.



There are different commands for managing and customizing the toolbar on Windows and Mac.

Toolbar [Submenu] (Windows)

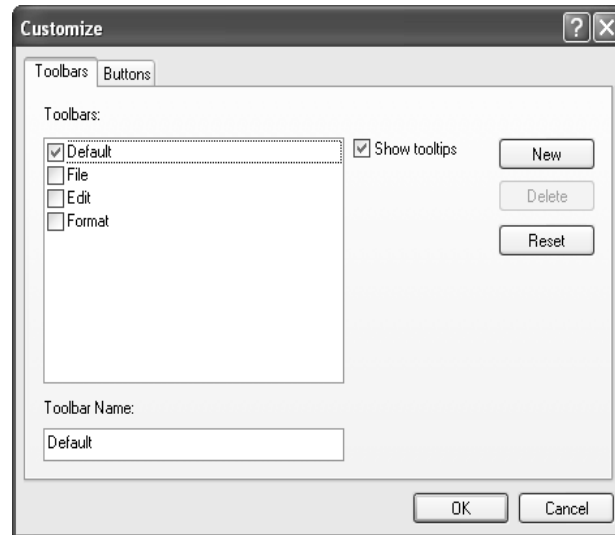
The Toolbar [Submenu] contains commands to hide or display the Toolbars or the Status Bar as well as a command to customize the Toolbar.

To display or hide any of the Toolbars or Status Bar:

Selecting any item from the Toolbar [Submenu] toggles whether it is displayed or hidden. A checkmark indicates the item is displayed. Default is the Default Toolbar displayed.

To customize the Toolbar:

Choose View > Toolbar > Customize and the Customize dialog appears:



TOOLBARS TAB

Contains options for determining the look of the Toolbars and for creating new ones.

Toolbars List

Contains all the available Toolbars. By default, Default is enabled. Custom Toolbars will be listed here after they are created. All Toolbars may be shown by checking the box next to their name.

Show Tooltips

Displays the names of all buttons when the mouse arrow passes over them. Default is enabled.

Toolbar Name

Displays the currently selected Toolbar. The name can be changed, if desired.

Reset Button

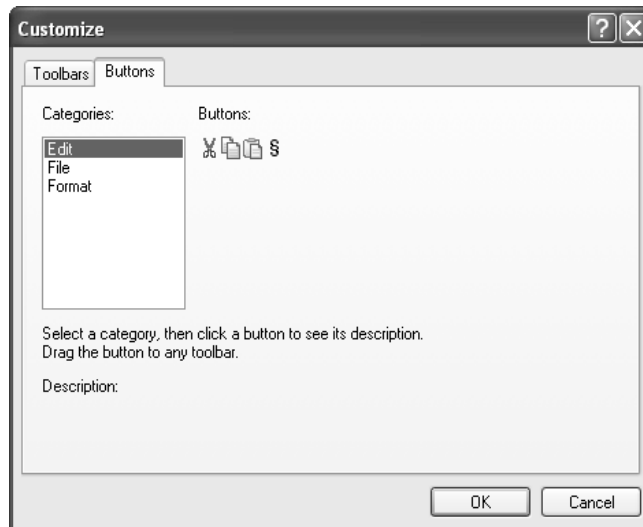
Reverts to the last saved setting.

To create a custom toolbar:

Click New. Enter any name desired in the Toolbar Name field. Click the Buttons tab. choose a category and drag any icons to the new toolbars.

BUTTONS TAB

Contains descriptions for each button in the various toolbar categories.



Categories

Lists all of Final Draft AV's buttons in separate categories.

Buttons

Lists each category's buttons, shown as icons.

Description

Explains the function represented by a button. Select a button and the description appears.

To remove items from toolbar:

From the Toolbar tab, click and drag an item off the Toolbar. The selected item will be removed and the Toolbar size adjusted.

To revert the default Toolbars to their original contents:

From the Toolbar tab, select the Toolbar to be reverted and click Reset.

To reposition any toolbar:

Click and drag the toolbar to the desired location.

Hide/Show Toolbar (Mac).

To display or hide the Toolbar:

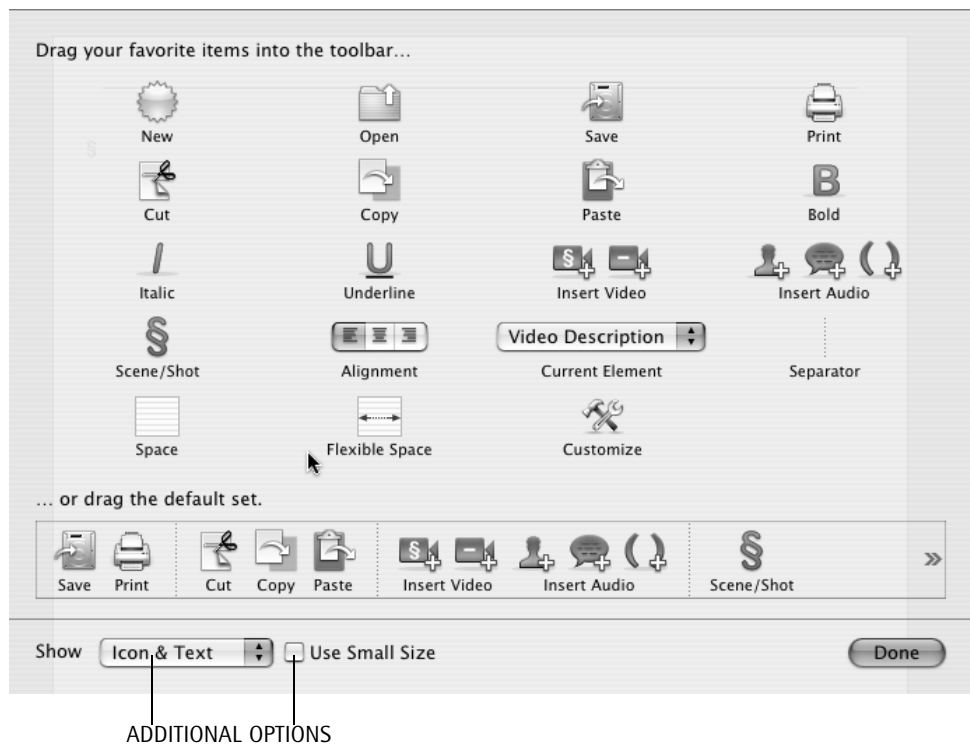
Choose View > Hide/Show Toolbar to choose whether the Toolbar appears. Default is that the Toolbar is visible.

Customize Toolbar (Mac)

The Toolbar's contents may be changed.

To alter the appearance of the Toolbar:

Choose View > Customize Toolbar and the following appears:



To add items to the Toolbar:

Drag them from the dialog to the Toolbar.

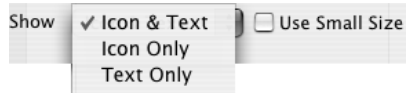
To reorder items on the Toolbar:

Click and drag them to the desired location; other items will adjust automatically.

To delete items from the Toolbar:

Drag them from the Toolbar to the dialog.

Additional Toolbar Customization Options



SHOW ICON AND TEXT, ICON ONLY, TEXT ONLY
Choose the desired view from the menu.

USE SMALL SIZE
Check this box to display smaller toolbar icons.

When all customization is complete:
Click Done.



NOTE: (Mac) The Status Bar is always visible and may not be hidden.

Insert Menu

Inserts specific information at the current insertion point.

Video Description

Character

Dialogue

Parenthetical

New Scene [Submenu]

Video Description

Character

Dialogue

Inserts the chosen Element after the current Element. See the *Tutorials* for details.



NOTE: *All the Insert [Element] commands are also available via the Contextual Menu.*

Page Number

Inserts the current page number into the Regular Header or Footer.

To place the page number in the Regular Header or Footer:

- 1 Position the insertion point anywhere in the Regular Header or Footer.
- 2 Choose Insert > Page Number.

The Page Number will appear at the insertion point.

Dynamic Date

Inserts today's date, which will change dynamically when the script is opened at a later date.

To place the dynamic date in the Regular Header or Footer:

- 1 Position the insertion point anywhere in the Regular Header or Footer.
- 2 Choose Insert > Dynamic Date.

Today's date will appear at the insertion point.



WARNING: *Do not use this feature unless you want the date to change. If you need a specific date to remain the same, use Insert > Static Date, see below.*

Static Date

Inserts today's date, which will *not change* when the script is opened at a later date.

To place the static date in the Regular Header or Footer:

- 1 Position the insertion point anywhere in the Regular Header or Footer.
- 2 Choose Insert > Static Date.

Today's date will appear at the insertion point and will not change.

Format Menu

Font (Windows) Set Font, Style [Submenu], Alignment [Submenu] (Mac)

Allows the font and all font attributes to be set or changed.



NOTE: *The default font is Arial, size 12.*



NOTE: *The Font command is also available via the Contextual Menu.*

Change Case

Use this command to change the currently selected text to sentence case, title case, upper or lower case, or to toggle the case of every letter in the selection.

Sentence Case (first letter of first word of a sentence is uppercase): Open on an established suburban

Lower Case: open on an established suburban

Upper Case: OPEN ON AN ESTABLISHED SUBURBAN

Title Case: Open On An Established Suburban

Toggle Case: oPEN oN aN eSTABLISHED sUBURBAN



NOTE: *If the selected elements have their font style set to All Uppercase, the Change Case command will not change selected text to a different case. Use View > Elements to change the case.*

Alignment [Submenu]

Use this submenu to change the currently selected text's alignment.



NOTE: *There is no option to Justify text alignment.*

Tools Menu

Spelling

Opens the Spelling dialog begins the spell-checking of the script.



NOTE: *By default, automatic spell-checking is on, see below.*



NOTE: *Spell-check will not search within the Header or the Footer.*

To begin spell-checking:

- 1 Choose Tools > Spelling and checking begins.

You will be informed when checking reaches the end of the script.

- 2 Click Yes to continue checking.

When the entire script has been checked, it will let you know it is done.

- 3 Click OK.

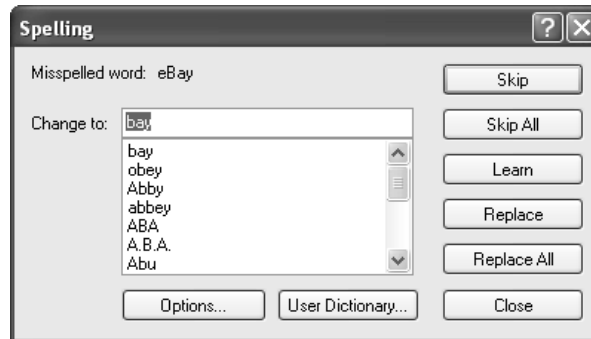
- 4 Click OK.

The Spelling dialog will be closed.



NOTE: *Spell-checking can be halted at any time and the Spelling dialog closed by clicking the Close button.*

When a misspelled or unknown word is encountered, it will be selected in the script and appear in the Misspelled word area. A list of possible alternatives appears. The first item in the suggested list appears in the Change To text field. For example, if the unknown word is "EBAY," it appears as:



To instruct the spell-checker to learn a word:

Click Learn.

The word in the Misspelled area is added to the User Dictionary (see *next topic*) and spell-checking resumes.

To disregard the word considered misspelled and continue:

Click Skip.

To substitute an alternate word:

1 Select (click) the suggested word.

It appears in the Change to text field.



NOTE: *The word in the Change to text field may be edited, or a different word typed in directly.*

2 Click Replace.

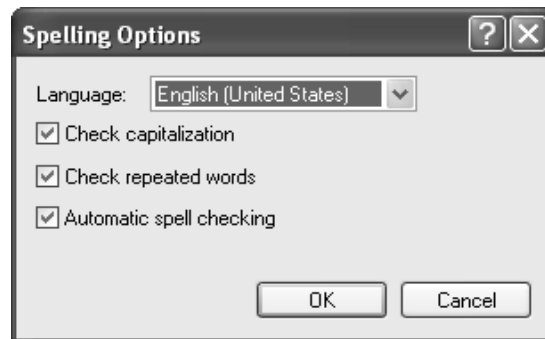
Alternately:

Double-click the suggested word.

In the script, the misspelled word will be replaced by the new word and spell-checking continues.

SPELLING OPTIONS

Click Options to view Spelling Options.



Language pop-up menu

If any additional spell-checkers have been installed, choose the one you would like to use. Default is English (United States).



NOTE: *Final Draft AV comes with an American English Spell-Checker and Thesaurus. Additional foreign language spell-checkers and thesauri are available for British English, French, German and Spanish. For ordering and pricing information, call the Sales Department at (800) 231-4055 or +1.818.995.8995.*

Check capitalization

Spell-checks for correct capitalization of words. Default is checked.

For example: "They drive up. he gets out of the car." When spell-checked, the word "he" would be flagged.

Check repeated words

Looks for duplicate occurrences of words and flags them as misspelled. Default is checked. For example, entries like "the the" or "a a" will be flagged.

Automatic spell checking

Any misspelled or unknown words will have a red squiggly line displayed underneath them. Default is checked.

When Spelling Options are set:
Click OK.

USER DICTIONARY

The User Dictionary may have words added directly or have its contents modified.

Click User Dictionary and the User Dictionary appears. Initially, it will be blank (until words are added):



To add a new word to the list:

- 1 Click New (Windows) or "+" (Mac).

The default name "New Word" appears at the bottom of the list and in the text field.

- 2 Edit the default name. Any changes will be reflected in the word in the list.



NOTE: Words may be added directly to the User Dictionary during spell-checking by clicking *Learn*.

To change an existing entry in the list:

- 1 Select the item to change.

The word appears in the text field above the list.

- 2 Click in the text field.
- 3 Edit the word. Any changes will be reflected in the word in the list.

To delete an item from the list:

- 1 Select the item to delete.
- 2 Click Delete (Windows) or "-" (Mac).

The word is immediately deleted from the list (there is no confirmation dialog).



NOTE: *Words are not listed in alphabetical order, but in the order they have been entered.*

When finished:

Click OK.

Thesaurus

Activates the Thesaurus dialog, where synonyms, antonyms, related words and contrasting words can be found. The Thesaurus included with Final Draft AV contains over 100,000 words and their definitions as well as several hundred thousand synonyms, antonyms, etc.

To find related words:

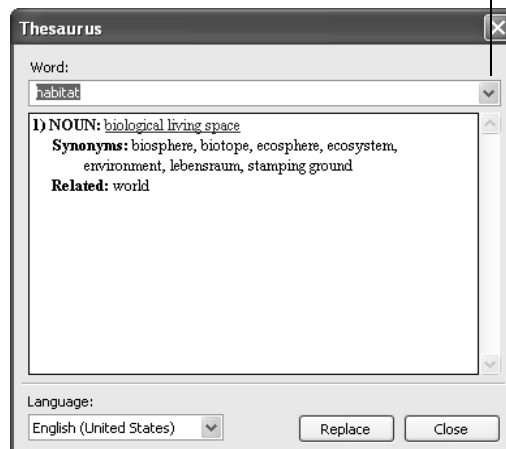
- 1 Select the word.

For example:

§ WIDE SHOT OF ARCTIC WINTER, SNOW BLOWING, ICEBERGS IN THE DISTANCE.	NARRATOR (VO): THE <u>HABITAT</u> OF THE POLAR BEAR IS HARSH AND DEMANDING. FREEZING TEMPERATURES... WEATHER THAT CHANGES EVERY HOUR... LONG DARK WINTERS...
§ CU MOTHER AND CUBS FROLICING.	MAKE SURVIVAL A DIFFICULT THING FOR THE MOTHER AND HER CUBS.

- 2 Choose Tools > Thesaurus. The Thesaurus dialog appears with any definition(s) and alternatives presented for the selected word:

HISTORY POP-UP



- 3 Select an alternative. It appears in the text field above the alternatives.
- 4 Click Replace. The Thesaurus dialog will be closed and the selected word will be replaced in the script by the chosen alternative.

If no alternative is acceptable:
Click Close.

To manually enter a word to find alternatives:

- 1 Select the word to be replaced.
- 2 Choose Tools > Thesaurus. The Thesaurus dialog appears.
- 3 Type the word to be looked up in the text field above the alternatives.
- 4 Press the Enter key (Windows) or Return key (Mac).

Any definition(s), synonyms, etc. are presented.

- 5 Select any alternative and click Replace.

The Thesaurus dialog is closed and the selected word will be replaced in the script.

If no alternative is acceptable:

Click Close.

THESAURUS OPTIONS

Language pop-up menu

If any additional thesauri have been installed, choose the one you would like to use. Default is English (United States).



NOTE: *Final Draft AV comes with an American English Spell-Checker and Thesaurus. Additional foreign language spell-checkers and thesauri are available for British English, French, German and Spanish. For ordering and pricing information, call the Sales Department at (800) 231-4055 or +1.818.995.8995.*

History pop-up list

Contains a list of the last words that were searched for during the current session.

To take a word from the History list and move it into the text field:

Select the word from the list.

It will be transferred into the text field. The corresponding thesaurus entry will be displayed.

Reformat

Allows you to change the Element type, paragraph by paragraph.

Reformatting is used to take text which is not formatted properly and transform it into correct script format. It is useful when, for example, unformatted text is pasted into Final Draft AV from another word processor, or when one or more paragraphs are not formatted properly (Dialogue accidentally typed as Video Description, etc.).

Reformatting appears automatically after importing a text or Rich Text Format file; see *Importing and Exporting*.

To change the format of a single paragraph:

- 1 Place the insertion point within the paragraph to be changed.
- 2 Choose Tools > Reformat.

The Reformat dialog appears. The paragraph containing the insertion point will be selected.



TIP: *The Reformat dialog may be repositioned anywhere on screen. Click and drag the dialog's title bar to move where desired.*

- 3 Click the appropriate button for the new element for the selected paragraph.
- 4 When done, click the Close box.

The paragraph will be reformatted.

Alternatively:

- 1 Place the insertion point within the paragraph to be changed.
- 2 Choose the new element for the paragraph from the Element pop-up list in the Toolbar.

- or -

Choose the desired element from the Reformat [Submenu] in the Contextual Menu.

The paragraph will be reformatted.

To change the format of many paragraphs:

- 1 Choose Tools > Reformat.

The Reformat dialog appears. The paragraph containing the insertion point will be selected (see above).

- 2 Click the appropriate button for the new element for the selected paragraph.

The paragraph will be reformatted. The next paragraph in the script will be selected.

- 3 Continue reformatting each paragraph as needed.

Click the Right-Pointing Arrow button to go to the next paragraph.

Click the Left-Pointing Arrow button to go to the previous paragraph.

Click Delete to delete the paragraph.



WARNING: *There is no confirmation dialog when you delete a paragraph. Use Edit > Undo to reverse a deletion.*

- 4 When done, click the Close box.



TIP: *If a large block of text needs to be broken up as well as reformatted, break it into many paragraphs first. The Reformat function cannot be used to break up a large block of text.*

Customize (Windows)

This is the same command as View > Toolbar > Customize, see above.

Window Menu

Offers controls for displaying the currently open scripts.

The bottom of the Window menu contains a list of all currently open scripts.

To make a script in the list the frontmost (active):

Select the script from the list.

It will be brought to the front and a checkmark will appear next to its name in the list.

Cascade (Windows)

View all the currently open scripts, stacked one on another. This makes it easy to cut and paste text between different scripts.

Choose Window > Cascade (Windows), and all open scripts will be placed one in front of the other.

Tile (Windows)

View all the currently open scripts, tiled on screen. Similar to Cascade (above), it makes it easy to cut and paste text between different scripts.



NOTE: *The size of each tile depends on the number of scripts that are open.*

Choose Window > Tile and all open scripts will be arranged on screen in tiles.

Minimize (Mac)

Retracts the active window.

Choose Window > Minimize and the active window will be placed in the Dock.

Zoom (Mac)

Resizes the active window.

Choose Window > Zoom and the active window will toggle between its original size and a size where all its contents are visible (depending on the monitor).

Bring All to Front (Mac)

Brings all the open Final Draft AV documents in “front” of any other program’s documents. This is useful because you can interleave documents from many programs.

Help Menu

Final Draft AV Help

Built into Final Draft AV is a detailed help system that contains information about program operations, functions, menu commands, etc.

To access Final Draft AV Help:

- 1 Choose Help > Final Draft AV Help.

A PDF file with searchable menus appears.

- 2 Choose the topic desired.

Final Draft on the Web

Launches your Internet browser and displays Final Draft's Home Page.

Online Support

Launches your Internet browser and displays Final Draft's Customer Support Knowledge Base. You can search the Knowledge base for technical and sales-related questions.

Updates Page

Launches your Internet browser and displays Final Draft's Updates and Downloads page. Any recent updates to the program will be available there.



NOTE: *You must be connected to the Internet and have a browser installed before choosing any of the last three options.*

Keyboard Shortcuts

Displays all the [Element] and [Element (New Scene)] keyboard shortcuts.



NOTE: *By default, the first time you launch Final Draft AV, Help > Keyboard Shortcuts window will be displayed. You may position it anywhere on your screen. You may either leave it displayed or close it.*

Register Online

Offers the ability to register Final Draft AV on the Internet. *It is extremely important that you register your copy of Final Draft AV. Customer support is available only to registered users.*

Activate/Deactivate

You can **activate** your computer to run Final Draft AV without restrictions on your computer.

Once **activated**, you may deactivate it, so that a different computer can be activated.

This can be accomplished online or over the phone.



WARNING: *If you reformat your hard drive before removing the activation, it will be lost. See the Getting Started section for complete details.*

Customer Support

Allows you to view your Customer Number and get information about your computer system.

If you are connected to the Internet, you can click to access the Final Draft Knowledge Base, a 24/7, on-line, interactive, searchable database of frequently-asked questions, solutions to users' problems, tips, pointers and general information about Final Draft AV and our other products. If the problem persists, you can email Customer Support through the Final Draft Knowledge Base. See *Customer Support Policies* for complete details. Technical support is available to registered Final Draft AV users only.

About Final Draft AV (Windows)

View information about the current version, etc. Mac users should refer to Final Draft AV > About Final Draft AV.

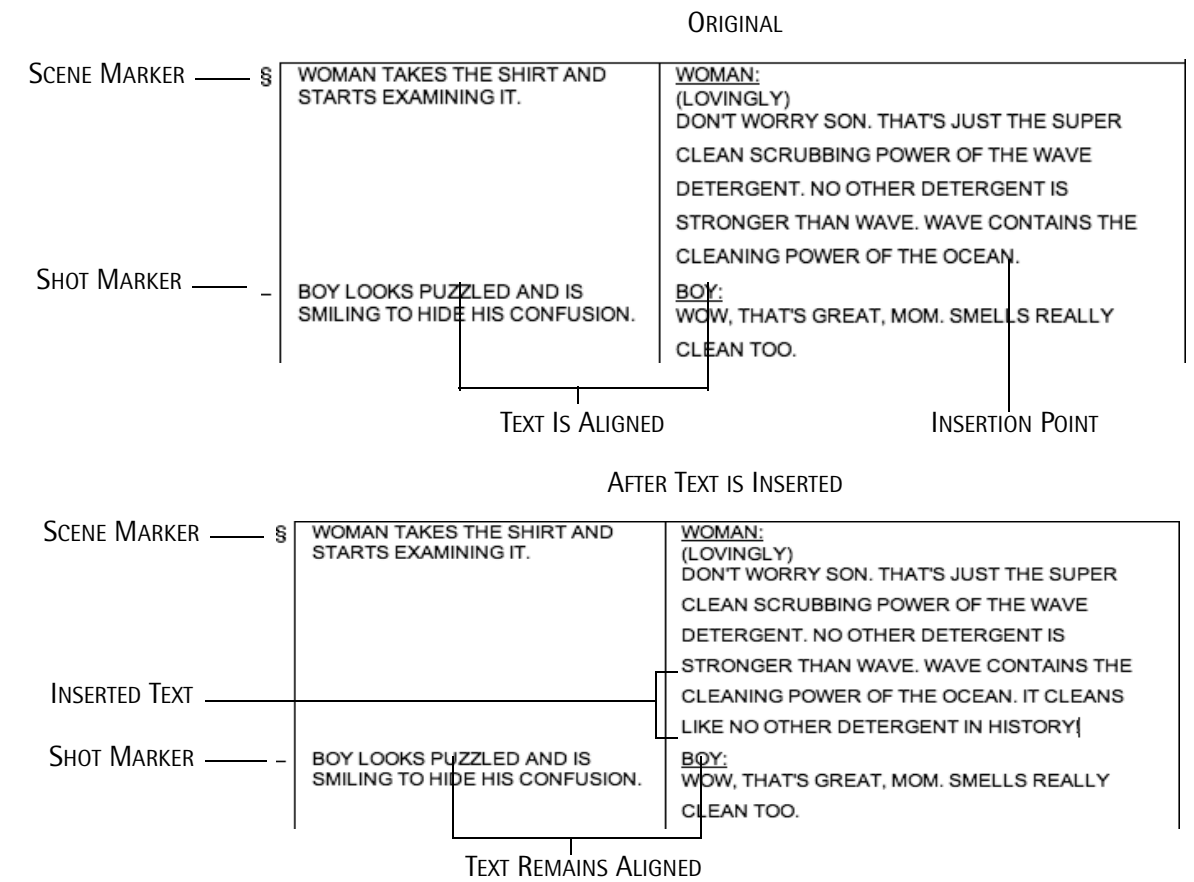
Additional Topics

Markers

Markers indicate the beginning of a new Video Description. Scene Markers are used to indicate the beginning of a scene. Shot Markers indicate the starting position of a new, separate Video Description element within a scene. Markers are located in the left margin of a script. Any Character and Dialogue elements that are associated with a Video Description element will remain aligned when text is added/inserted within a scene.

 **NOTE:** Scene and Shot Markers will only be visible in Layouts using a Video Description element. No matter which other Layout settings are used, the Scene and Shot Markers will always be visible on screen but will **not** be printed. For example, Scene Markers will appear whether or not a scene's boxes are displayed.

For example:



Contextual Menu

Click the right mouse button or (Mac) hold the Ctrl Key and click the mouse.

Commands available include:

- Cut, Copy and Paste (when appropriate)

- Insert - [Elements] - New Scene [Elements]

- Reformat - [Elements]

- Font (Windows)/Set Font (Mac)

Final Draft AV (Mac)

About Final Draft AV

Displays information about the current version, etc. Windows users should refer to Help > About Final Draft AV.

Preferences



NOTE: *There is no similar functionality in the Windows version.*

Preferences are settings that allow control over how a number of Final Draft features operate. Settings are saved between sessions.

To set Preferences:

- 1 Choose Final Draft AV > Preferences and the Preferences dialog appears.
- 2 Click the desired item and make any changes.
- 3 Close the window to apply the settings.

Show Help Tags

When the mouse is left over an item in the Toolbar or Status Bar its name will be displayed. Default is enabled.

Quartz Text Smoothing

Smooths (anti-aliases) text.

Navigation Keys Mimics MS Word

Sets the arrow and other keys to work as they do in Microsoft Word. See *Keystrokes*. Default is enabled.

Recent Document Count

Determines the maximum number of items that are displayed in File > Open Recent. Type the desired number in the field. Default is 15.



NOTE: *All preference changes take effect immediately without having to restart the application.*

Spotlight (Mac)

When doing a search via Spotlight, all the text in every Final Draft AV script will be checked for matches.

Rearrange

Rearrange

4

Rearrange and the Rearrange Guide Line

Rearrange is a feature unique to Final Draft AV. It provides the ability to drag-and-drop any video text and have it line up with any audio text - or vice versa. This enables scenes and shots to be easily reordered after they are written. The Rearrange Guide Line indicates precisely where the selected text will line up when "dropped".

The following examples show Rearrange within a scene. It can also be done across scene boundaries.

Rearranging Video

SELECT TEXT TO BE REARRANGED	§	WOMAN TAKES THE SHIRT AND STARTS EXAMINING IT.	TO SCHOOL.
	§	BOY LOOKS PUZZLED AND IS	WOMAN: (LOVINGLY) DON'T WORRY SON. THAT'S JUST THE SUPER CLEAN SCRUBBING POWER OF THE WAVE DETERGENT. NO OTHER DETERGENT IS STRONGER THAN WAVE. WAVE CONTAINS THE CLEANING POWER OF THE OCEAN.

USE THE REARRANGE GUIDE LINE TO INDICATE WHERE THE SELECTED TEXT WILL LINE UP	§	WOMAN TAKES THE SHIRT AND STARTS EXAMINING IT.	TO SCHOOL.
	§	BOY LOOKS PUZZLED AND IS SMILING TO HIDE HIS CONFUSION.	WOMAN: (LOVINGLY) DON'T WORRY SON. THAT'S JUST THE SUPER CLEAN SCRUBBING POWER OF THE WAVE DETERGENT. NO OTHER DETERGENT IS STRONGER THAN WAVE. WAVE CONTAINS THE CLEANING POWER OF THE OCEAN.

TEXT IS IN NEW POSITION, NEW SCENE CREATED, ALIGNED AS INDICATED	§	WOMAN TAKES THE SHIRT	TO SCHOOL.
	§	AND STARTS EXAMINING IT.	WOMAN: (LOVINGLY) DON'T WORRY SON. THAT'S JUST THE SUPER CLEAN SCRUBBING POWER OF THE WAVE DETERGENT. NO OTHER DETERGENT IS STRONGER THAN WAVE. WAVE CONTAINS THE CLEANING POWER OF THE OCEAN.
	§	BOY LOOKS PUZZLED AND IS	BOY:

Rearranging Audio

SELECT TEXT TO BE REARRANGED	§ (MONTAGE) VARIOUS SHOTS OF CARIBOU HERDS IN MOTION	<u>JIM:</u> CARIBOU MIGRATE OVER GREAT DISTANCES
	§ VARIOUS SHOTS OF SEALS ON ICE AND BELOW	<u>JANICE:</u> SEALS FROLIC ON ICE FLOES AND BELOW THE SURFACE.
	- MOSQUITOS SWARM	<u>JIM:</u> SWARMS OF MOSQUITOS AND BLACK FLIES
		TAKE ADVANTAGE OF THE ALL-TOO-BRIEF SUMMER.
	§ MCU JIM & JANICE ON ICE FLOW	<u>JANICE:</u> WELCOME TO THE ARCTIC! THE LONG ARCTIC

USE THE REARRANGE
GUIDE LINE TO
INDICATE WHERE THE
SELECTED TEXT WILL
LINE UP

§ (MONTAGE) VARIOUS SHOTS OF CARIBOU HERDS IN MOTION	<u>JIM:</u> CARIBOU MIGRATE OVER GREAT DISTANCES
§ VARIOUS SHOTS OF SEALS ON ICE AND BELOW	<u>JANICE:</u> SEALS FROLIC ON ICE FLOES AND BELOW THE SURFACE.
- MOSQUITOS SWARM	<u>JIM:</u> SWARMS OF MOSQUITOS AND BLACK FLIES TAKE ADVANTAGE OF THE ALL-TOO-BRIEF SUMMER.
§ MCU JIM & JANICE ON ICE FLOW	<u>JANICE:</u> WELCOME TO THE ARCTIC! THE LONG ARCTIC

TEXT IS IN NEW
POSITION, NEW
SCENE CREATED,
ALIGNED AS
INDICATED

§ HERDS IN MOTION	MOSQUITOS AND BLACK FLIES TAKE ADVANTAGE OF THE ALL-TOO-BRIEF SUMMER.
§ VARIOUS SHOTS OF SEALS ON ICE AND BELOW	<u>JANICE:</u> SEALS FROLIC ON ICE FLOES AND BELOW THE SURFACE.
- MOSQUITOS SWARM	<u>JIM:</u> SWARMS OF
§ MCU JIM & JANICE ON ICE FLOW	<u>JANICE:</u> WELCOME TO THE ARCTIC! THE LONG ARCTIC



NOTE: Edit > Undo is available to reverse undesired rearrangements.

Regular Drag-and-Drop

Besides using Rearrange, text can be dragged and dropped:

- within a single column of a Final Draft AV scripts
- (Mac) from other programs to Final Draft AV
- (Mac) from Final Draft AV to other programs



NOTE: When dragging and dropping within the same columns of a Final Draft AV script or between Final Draft AV scripts, the text that makes up a complete Element cannot change Elements. In other words, if you drag and drop a complete Dialogue, it will remain as Dialogue; it cannot be placed into a Character. Use Tools > Reformat to correct improperly placed text.

To move text without drag-and-drop:

1. Select the text to be moved.
2. Choose Edit > Cut or Edit > Copy.

The cut text is placed in the Clipboard (a temporary holding area).

3. Click where the text is to be placed.
4. Choose Edit > Paste.

The text is inserted.

To move text using drag-and-drop:

1. Select the text to be moved.
2. While holding down the mouse button, drag the mouse toward the new location.

The insertion point indicates where the text will go. As long as the mouse button is held down, the insertion point will move to follow the mouse.

3. Release the mouse button when the insertion point is where you want the block of text to be placed.

The text is moved to the new location.



NOTE: Edit > Undo is available to reverse undesired drag-and-drops.

Importing and Exporting

Importing

Plain text files (TXT) and Rich Text Files (RTF) from other word processors can be imported into Final Draft AV. When there are 3 or more columns in a document a special import dialog appears to determine how the text will be formatted. In addition, scripts created in Final Draft (screenplay or other formats) can be imported when they have been saved in Final Draft's File Converter Format (FCF). Details of how to import these kinds of documents will be discussed in this section using many practical examples.

Importing Text Documents or Documents with No Columns (no tables)

Plain text (TXT) files or Rich Text Files (RTF) that contain text (i.e. no tables) will be imported immediately. For example, here is a segment of a proposed documentary written in MS Word:

This document is a working draft designed to convey the content and spirit of the finished program. The stories and storylines will change due to further research, talent availability, and budgetary constraints. Quotations from experts are based on research and/or telephone interviews. Visual descriptions are for production planning purposes only.

TITLE – ST. LUCIA'S MAJESTIC PITONS

Opening shot will be of the map of the Caribbean. We will slowly zoom into a close-up of the island of St| Lucia. Continue moving into east coast and

Narrator discusses volcanic origins, including the caldera that became the Pitons.

Cut to images of the Pitons.

Images of Soufriere

Narrator discusses Soufriere being the town beneath the Pitons.

To import this document into Final Draft AV and reformat it as a dual-column script:

- 1 Save the document as text or RTF. Close the file or exit Word.
- 2 Open Final Draft AV.
- 3 Choose File > Open, navigate to the text or RTF file and click OK. An Untitled document appears with the Reformat dialog open. The Reformat dialog is used to change the element type within Final Draft AV.

The first paragraph is automatically selected, ready for reformatting (if necessary):

TEXT IS SELECTED, READY FOR REFORMATTING

REFORMAT DIALOG

	<u>VIDEO</u>	<u>AUDIO</u>
§	This document is a working draft designed to convey the content and spirit of the finished program. The stories and storylines will change due to further research, talent availability, and budgetary constraints. Quotations from experts are based on research and/or telephone interviews. Visual descriptions are for production planning purposes only.	
§	TITLE - ST. LUCIA'S MAJESTIC PITONS	
§	Opening shot will be of the map of the Caribbean. We will slowly zoom into a close-up of the island of St. Lucia. Continue moving into east coast and	
§	Narrator discusses volcanic origins, including the caldera that became the Pitons.	
§	Cut to images of the Pitons.	
§	Images of Soufriere.	
§	Narrator discusses Soufriere being the town beneath the Pitons.	

Reformat

◀ ▶

Scene

Shot

Character

Parenthetical

Dialogue

Delete

All the text has been imported into the Video column. Each paragraph has become a separate scene.

In this case, the first scene does not need to be reformatted.

4 Click the right-pointing arrow in the Reformat dialog and the next paragraph is selected:

CLICK TO MOVE SELECTION TO THE NEXT PARAGRAPH

SELECTION HAS
MOVED TO THE
NEXT PARAGRAPH

	VIDEO	AUDIO
§	This document is a working draft designed to convey the content and spirit of the finished program. The stories and storylines will change due to further research, talent availability, and budgetary constraints. Quotations from experts are based on research and/or telephone interviews. Visual descriptions are for production planning purposes only.	
§	TITLE - ST. LUCIA'S MAJESTIC PITONS	
§	Opening shot will be of the map of the Caribbean. We will slowly zoom into a close-up of the island of St. Lucia. Continue moving into east coast and	
§	Narrator discusses volcanic origins, including the caldera that became the Pitons.	
§	Cut to images of the Pitons.	
§	Images of Soufriere.	
§	Narrator discusses Soufriere being the town beneath the Pitons.	

Reformat

◀▶

Scene

Shot

Character

Parenthetical

Dialogue

Delete

Neither this scene, nor the next, needs to be reformatted.

5 Click the right-pointing arrow in the Reformat dialog twice and the following is selected:

SELECTION HAS
MOVED

	VIDEO	AUDIO
§	This document is a working draft designed to convey the content and spirit of the finished program. The stories and storylines will change due to further research, talent availability, and budgetary constraints. Quotations from experts are based on research and/or telephone interviews. Visual descriptions are for production planning purposes only.	
§	TITLE - ST. LUCIA'S MAJESTIC PITONS	
§	Opening shot will be of the map of the Caribbean. We will slowly zoom into a close-up of the island of St. Lucia. Continue moving into east coast and	
§	Narrator discusses volcanic origins, including the caldera that became the Pitons.	
§	Cut to images of the Pitons.	
§	Images of Soufriere.	
§	Narrator discusses Soufriere being the town beneath the Pitons.	

Reformat

◀ ▶

Scene

Shot

Character

Parenthetical

Dialogue

Delete

This text is a proposed dialogue. It should be moved into the Audio column. It needs to be aligned with the previous Video Description.

- 6 Click the Dialogue button. The text is now in the Audio column lined up with the Video Description that preceded it. After reformatting the remaining text, the result is:

	<u>VIDEO</u>	<u>AUDIO</u>
§	This document is a working draft designed to convey the content and spirit of the finished program. The stories and storylines will change due to further research, talent availability, and budgetary constraints. Quotations from experts are based on research and/or telephone interviews. Visual descriptions are for production planning purposes only.	
§	TITLE - ST. LUCIA'S MAJESTIC PITONS	
§	Opening shot will be of the map of the Caribbean. We will slowly zoom into a close-up of the island of St. Lucia. Continue moving into east coast and	Narrator discusses volcanic origins, including the caldera that became the Pitons.
§	Cut to images of the Pitons.	
§	Images of Soufriere.	Narrator discusses Soufriere being the town beneath the Pitons.

TEXT HAS BEEN
MOVED TO AUDIO
COLUMN

As another example, here is a text file of a transcript from an animation audio recording.

BOSSMAN
Listen up, you two. Jack needs your AV presentation scripts for the new account by 5. today.
JACK
Make that 4, You know I'll wanna make changes!
SMART
(enthused)
Excellent!
CLYDE
Are you NUTS? it'll take that long just to make it look right, yet alone write it.
JACK
Look, I need a script to-day. no excuses!
CLYDE
Have you ever tried writing a two column script on word?
BOSSMAN
(concerned look)
you can do it, right?
CLYDE
(weak)
I can try.
SMART
(smug)
I can do it.
CLYDE
You can't write, edit and format a professional av script in... (looks at watch) two hours! it'll take that long to format a WORD template.
SMART
I'M using Final Draft AV. You should try it. I write, it formats. I deliver.
CLYDE
I don't have time to learn a new piece of software!

To import this document into Final Draft AV and reformat it as a dual-column script:

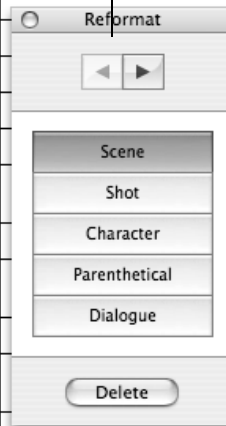
- 1 Save the document as text or RTF. Close the file or exit Word.
- 2 Open Final Draft AV.
- 3 Choose File > Open and navigate to the text or RTF file and click OK. It appears with the Reformat dialog open. The Reformat dialog is used to change the element type within Final Draft AV.

The first paragraph is automatically selected, ready for reformatting:

TEXT IS SELECTED, READY FOR REFORMATTING

REFORMAT DIALOG

	<u>VIDEO</u>	<u>AUDIO</u>
§	BOSSMAN	
§	Listen up, you two. Jack needs your AV presentation scripts for the new account by 5. today.	
§	JACK	
§	Make that 4, You know I'll wanna make changes!	
§	SMART	
§	(enthused)	
§	Excellent!	
§	CLYDE	
§	Are you NUTS? it'll take that long just to make it look right, yet alone write it.	
§	JACK	
§	Look, I need a script to-day. no excuses!	
§	CLYDE	
§	Have you ever tried writing a two column script on word?	
§	BOSSMAN	
§	(concerned look)	
§	you can do it, right?	
§	CLYDE	
§	(weak)	
§	I can try.	
§	SMART	
§	(smug)	
§	I can do it.	
§	CLYDE	



All the text has been imported into the **Video** column. Each paragraph is now a separate scene.

Since the text is a transcript, it all needs to be moved to the Audio column.

4 Choose Edit >Select All and the screen appears as:

ALL TEXT IS NOW SELECTED, READY FOR REFORMATTING

	VIDEO	AUDIO
§ BOSSMAN		
§ Listen up, you two. Jack needs your AV presentation scripts for the new account by 5. today.		
§ JACK		
§ Make that 4. You know I'll wanna make changes!		
§ SMART		
§ (enthused)		
§ Excellent!		
§ CLYDE		
§ Are you NUTS? it'll take that long just to make it look right, yet alone write it.		
§ JACK		
§ Look, I need a script to-day. no excuses!		
§ CLYDE		
§ Have you ever tried writing a two column script on word?		
§ BOSSMAN		
§ (concerned look)		
§ you can do it, right?		
§ CLYDE		
§ (weak)		
§ I can try.		
§ SMART		
§ (smug)		
§ I can do it.		
§ CLYDE		

Reformat

◀ ▶

Scene

Shot

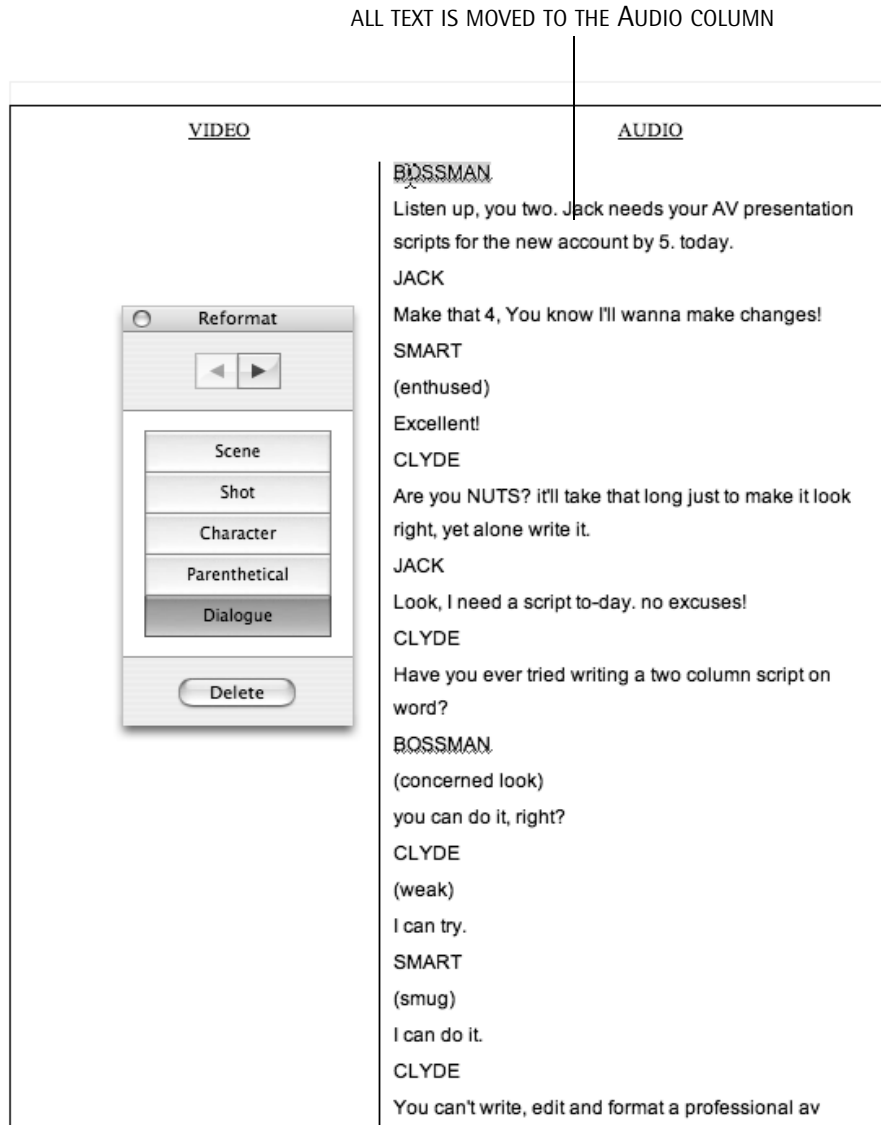
Character

Parenthetical

Dialogue

Delete

- 5 Since most of the text is dialogue, click the Dialogue button. The screen now appears as:



Alternatively:

Use the Element drop-down in the Toolbar and choose Dialogue.

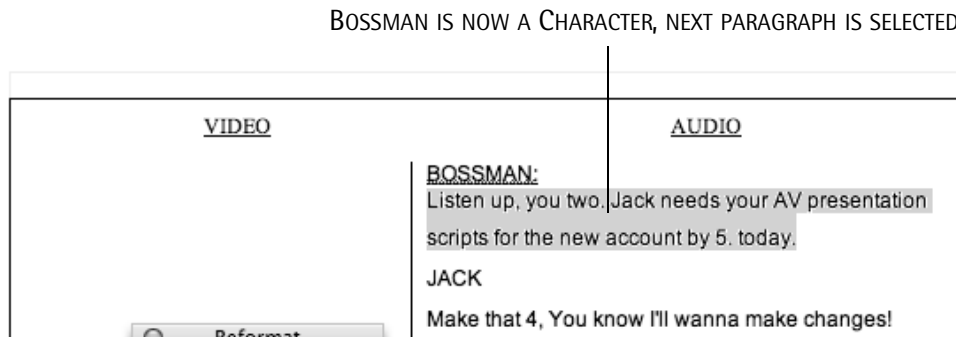
-or -

Cut and paste the text from the original document and software directly into the Audio column of Final Draft's Audio column, then Reformat.

Using the Reformat dialog, the text needs to be modified paragraph by paragraph.

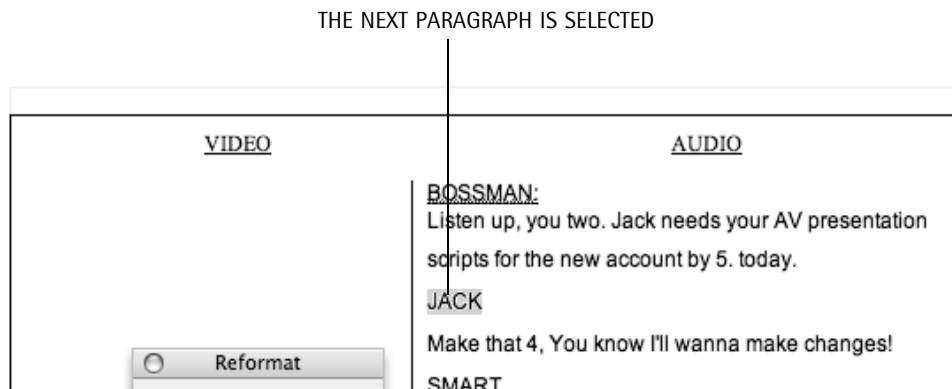
First, BOSSMAN needs to be changed to a Character.

6 In the Reformat dialog, click the Character button and the screen changes:



"Listen up..." paragraph is correctly formatted as dialogue.

7 In the Reformat dialog, click the right-pointing arrow to move to the next paragraph:



8 In the Reformat dialog, click the Character button. The selection moves to the next paragraph.

Continue through the document. If the paragraph needs to be reformatted, choose the appropriate button in the Reformat dialog. If it does not, click the right-pointing arrow.

The final document appears as:

<u>VIDEO</u>	<u>AUDIO</u>
	<u>BOSSMAN:</u> Listen up, you two. Jack needs your AV presentation scripts for the new account by 5. today.
	<u>JACK:</u> Make that 4, You know I'll wanna make changes!
	<u>SMART:</u> (enthused) Excellent!
	<u>CLYDE:</u> Are you NUTS? it'll take that long just to make it look right, yet alone write it.
	<u>JACK:</u> Look, I need a script to-day. no excuses!
	<u>CLYDE:</u> Have you ever tried writing a two column script on word?
	<u>BOSSMAN:</u> (concerned look) you can do it, right?
	<u>CLYDE:</u> (weak) I can try.
	<u>SMART:</u> (smug) I can do it.
	<u>CLYDE:</u> You can't write, edit and format a professional av script in... (looks at watch) two hours! it'll take that

It is now ready to have video descriptions added.

Importing Documents with Two Columns

Documents containing a table with two columns are imported automatically and some adjustments are made to line up elements. For example, here is a dual-column script written in MS Word. Note that the Character 'Bossman' *does not* line up with the Video Description 'Boss at desk spins...':

NOT ALIGNED	INT. LARGE WINDOWED OFFICE - PROFILES OF TWO WRITERS IN A LARGE OFFICE WINDOW, A MAN AND A WOMAN. MAN IN DESPAIR WITH HAND ON HIS HEAD. WOMAN LOOKS POISED. PULL BACK TO REVEAL BOSSMAN AT HIS DESK WITH ANOTHER BIG BOSS SITTING ACROSS FROM HIM. BOSS AT DESK SPINS IN HIS CHAIR.	
		BOSSMAN: LISTEN UP, YOU TWO. JACK NEEDS YOUR AV PRESENTATION SCRIPTS FOR THE NEW ACCOUNT BY 5. TODAY.
		JACK: MAKE THAT 4, YOU KNOW I'LL WANNA MAKE CHANGES!
		SMART: (ENTHUSED) EXCELLENT!
		CLYDE: ARE YOU NUTS? IT'LL TAKE THAT LONG JUST TO MAKE IT LOOK RIGHT, YET ALONE WRITE IT.
		JACK: LOOK, I NEED A SCRIPT TO-DAY. NO EXCUSES!
	INT. HALLWAY - CLYDE AND MS. SMART WALKING AWAY DOWN A HALLWAY.	CLYDE: YOU CAN'T WRITE, EDIT AND FORMAT A PROFESSIONAL AV SCRIPT IN... (LOOKS AT WATCH) TWO HOURS! IT'LL TAKE THAT LONG TO FORMAT A WORD TEMPLATE.

To import this script:

- 1 Save the document as RTF. Close the file or exit Word.
- 2 Open Final Draft AV.
- 3 Choose File > Open and navigate to the RTF file and click OK.

The Reformat dialog automatically appears with the first paragraph selected. The first character is now aligned with its video description:

ALIGNED ——— §

VIDEO	AUDIO
§ INT. LARGE WINDOWED OFFICE - PROFILES OF TWO WRITERS IN A LARGE OFFICE WINDOW, A MAN AND A WOMAN. MAN IN DESPAIR WITH HAND ON HIS HEAD. WOMAN LOOKS POISED.	
§ PULL BACK TO REVEAL BOSSMAN AT HIS DESK WITH ANOTHER BIG BOSS SITTING ACROSS FROM HIM.	
§ BOSS AT DESK SPINS IN HIS CHAIR.	<u>BOSSMAN:</u> LISTEN UP, YOU TWO. JACK NEEDS YOUR AV PRESENTATION SCRIPTS FOR THE NEW ACCOUNT BY 5. TODAY. <u>JACK:</u> MAKE THAT 4, YOU KNOW I'LL WANNA MAKE CHANGES! <u>SMART:</u> (enthused) EXCELLENT! <u>CLYDE:</u> ARE YOU NUTS? IT'LL TAKE THAT LONG JUST TO MAKE IT LOOK RIGHT, YET ALONE WRITE IT. <u>JACK:</u> LOOK, I NEED A SCRIPT TO-DAY. NO EXCUSES!
§ INT. HALL SMART W. HALLWAY	<u>CLYDE:</u> YOU CAN'T WRITE, EDIT AND FORMAT A PROFESSIONAL AV SCRIPT IN... (LOOKS AT WATCH) TWO HOURS! IT'LL TAKE THAT LONG TO FORMAT A WORD TEMPLATE.

Reformat

◀ ▶

Scene

Shot

Character

Parenthetical

Dialogue

Delete

In this case, no reformatting is required.

Importing Documents with More Than Two Columns

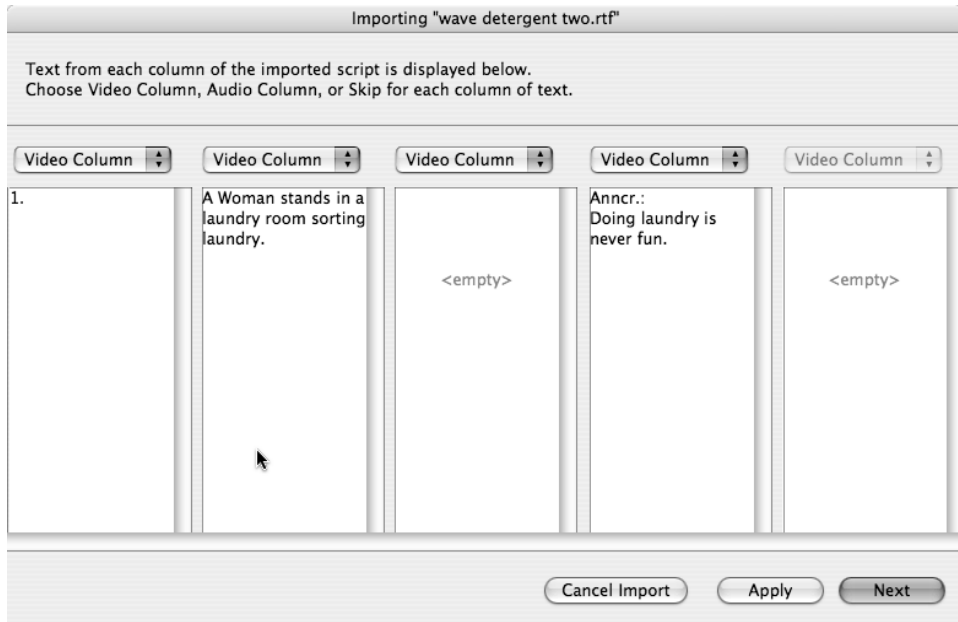
Final Draft AV supports only two columns at this time. When documents containing more than two columns (or more than one table) are imported *a special dialog appears* to determine which column(s) should be imported into Final Draft AV's Video and Audio columns. For example, here is a short four-column script in MS Word. As in the previous example, notice that the character and dialogue text is not aligned with their associated video descriptions.

1.	A Woman stands in a laundry room sorting laundry.	Anncr.: Doing laundry is never fun.
2.	A young boy is playing baseball in his school clothes. He is slides into second base.	Active children...
3.	A uniformed young girl is playing goalie in a soccer game. She jumps and blocks a shot, but lands in a cloud of dust.	make the chore more challenging.

To import this script:

- 1 Save the document as RTF. Close the file or exit Word.
- 2 Open Final Draft AV.
- 3 Choose File > Open and navigate to the text or RTF file and click OK.

The special import dialog appears:

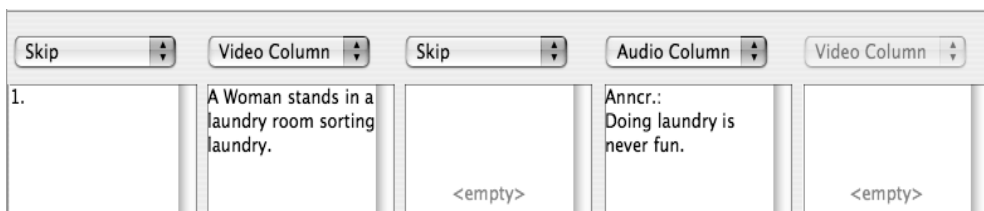


Each column in the import dialog contains the corresponding first paragraph from each column of the original document. At the top of each column is a drop down list with three choices to identify where a particular column is to be imported to – Video, Audio or Skip. Skip means to exclude the contents of the column when it is imported.

4 Choose the appropriate setting for each column from the list:

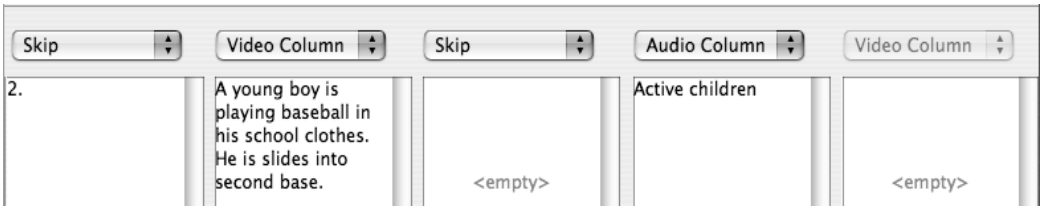


In this case, the first column would be skipped, the second set to Video, the third would be skipped and the fourth would be audio:



To check if the settings are correct, other paragraphs from the document can be viewed.

5 To have the contents of the next paragraphs displayed, click Next. The following appears:



6 When all looks good, click Apply. The text is imported as indicated by the settings. The text in the Audio Column is now aligned with its associated Video:

	<u>VIDEO</u>	<u>AUDIO</u>
§	A Woman stands in a laundry room sorting laundry.	<u>ANNCR.</u> : Doing laundry is never fun.
§	A young boy is playing baseball in his school clothes. He is slides into second base.	Active children
§	A uniformed young girl is playing goalie in a soccer game. She jumps and blocks a shot, but lands in a cloud of dust.	make the chore more challenging. Reformat ◀▶ Scene Shot Character Parenthetical Dialogue Delete

More than one column from the previous example's original document may be imported into the same column in Final Draft AV. For example, if both the first and second columns are designated as Video, the result would appear as:

	<u>VIDEO</u>	<u>AUDIO</u>
§ 1.		
§ A Woman stands in a laundry room sorting laundry.		<u>ANNCR.:</u> Doing laundry is never fun.
§ 2.		
§ A young boy is playing baseball in his school clothes. He is slides into second base.		Active children
§ 3.		
§ A uniformed young girl is playing goalie in a soccer game. She jumps and blocks a shot, but lands in a cloud of dust.		make the chore more challenging.



The script can now be edited as desired, joining or editing scenes, etc.

File Converter Format – Final Draft

This format allows scripts to be exchanged between Final Draft AV and Final Draft. Final Draft is our companion software for writing scripts for movies, television and theater. See *Exporting*, below, for instructions on how to save a script in File Converter Format.

To open a File Converter Format script in Final Draft AV or Final Draft:

- 1 Choose File > Open and the standard Open dialog appears.
- 2 Navigate to the location of the file to be opened or imported.
- 3 (Windows only) Select File Converter – Final Draft Documents as the type of file to be opened.
- 4 Select the desired file.
- 5 Click Open.

A window containing the selected script is opened, ready for editing or printing.

For example, here is a portion of a screenplay in Final Draft:

```

Suddenly, the alarm clock BUZZES. Bryan slowly stirs,
groping around for the clock. It reads 3:00 PM. His hand
finally finds it and hits the snooze button. The sound cuts
off. He stirs and glances over at the clock. He sees the
time and slowly sits up, still half asleep.

                BRYAN
            (to himself)
Wake up, Bryan, time to make some
money.

He grabs the remote control, which is lying on the bed,
switches off the TV and gently wakes up Rochelle.

                BRYAN (CONT'D)
Michelle...Michelle.

                ROCHELLE
It's Rochelle.

                BRYAN
Sorry. Listen, you've gotta go...I
have to get ready for work.

Bryan rises from the bed, takes a CD out of its jacket and
puts it on the player in the corner of the room. An UPBEAT
FUNK TUNE begins to play and continues over the following
shots:
```

After the script is saved in the Final Draft File Converter format and opened in Final Draft AV, it appears as:

	<u>VIDEO</u>	<u>AUDIO</u>
§	Suddenly, the alarm clock BUZZES. Bryan slowly stirs, groping around for the clock. It reads 3:00 PM. His hand finally finds it and hits the snooze button. The sound cuts off. He stirs and glances over at the clock. He sees the time and slowly sits up, still half asleep.	<u>BRYAN:</u> (to himself) Wake up, Bryan, time to make some money.
§	He grabs the remote control, which is lying on the bed, switches off the TV and gently wakes up Rochelle.	<u>BRYAN (CONTD):</u> Michelle...Michelle. <u>ROCHELLE:</u> It's Rochelle. <u>BRYAN:</u> Sorry. Listen, you've gotta go...I have to get ready for work.
§	Bryan rises from the bed, takes a CD out of its jacket and puts it on the player in the corner of the room. An UPBEAT FUNK TUNE begins to play and continues over the following shots:	

Exporting

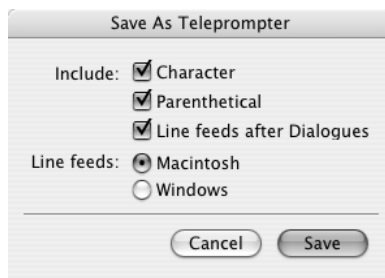
Final Draft AV files can be exported to teleprompters, word processors and to Final Draft (for screen-plays). In addition, scripts may be saved to PDF format; see *Menus > File > Save As* for details.

Exporting To Teleprompters

Final Draft AV can save a text file that can be read by most teleprompters.

To export a Final Draft AV script to a Teleprompter:

- 1 Choose File > Save As and the standard Save dialog appears.
- 2 Navigate to where the file is to be saved.
- 3 Type in the name for the script in the appropriate field.
- 4 Set the Save as Type (Windows) or Format (Mac) box to Teleprompter.
- 5 Click Save and the following appears:



Choose which Elements to include; whether an extra Line Feed is desired after each Dialogue (this will separate every dialogue); and whether the target platform is Macintosh or Windows.

- 6 Click Save.

An example follows on the next page.

Original Final Draft AV script:

	VIDEO	AUDIO
§	OPEN ON DESOLATE ARCTIC WASTELAND, VARIOUS SHOTS	JIM: (reverently) Though it seems unlikely, the arctic contains all kinds of Wildlife. JANICE: This harsh environment is home to a wide diversity of animals.
§	(MONTAGE) VARIOUS SHOTS OF CARIBOU HERDS IN MOTION	JIM: Caribou Migrate over great distances
§	VARIOUS SHOTS OF SEALS ON ICE AND BELOW	JANICE: Seals frolic on ice floes and below the surface.
-	MOSQUITOES SWARM	JIM: Swarms of mosquitoes and black flies take advantage of the all-too-brief summer.
§	MCU JIM & JANICE ON ICE FLOW	JANICE: WELCOME TO THE ARCTIC! The long arctic winter has begun. JIM: All the animals - on both land and sea are preparing for the months of darkness that lie ahead.

Script exported and ready for a teleprompter:

JIM
(reverently)
Though it seems unlikely, the arctic contains all kinds of Wildlife.

JANICE
This harsh environment is home to a wide diversity of animals.

JIM
Caribou Migrate over great distances

JANICE
Seals frolic on ice floes and below the surface.

JIM
Swarms of mosquitoes and black flies take advantage of the all-too-brief summer.

JANICE
WELCOME TO THE ARCTIC! The long arctic winter has begun.

JIM
All the animals - on both land and sea are preparing for the months of darkness that lie ahead.

Exporting To Other Word Processors

Final Draft AV can save a script in Rich Text Format (RTF) so that it can be read by most other word processors. For example, if you need to export to RTF when a client does not have Final Draft AV and must review a script.

To save a Final Draft AV script in Rich Text Format:

- 1 Choose File > Save As and the standard Save dialog appears.
- 2 Navigate to where the file is to be saved.
- 3 Type in the name for the script in the appropriate field.
- 4 Set the Save as Type (Windows) or Format (Mac) box to Rich Text Format.
- 5 Click Save and the following appears:



Choose whether to include the Detailed Header and where the Character Name will appear.

- 6 Click OK.

Examples follow on the next page.

A script appears in Final Draft AV as:

- 1 -			
Agency	MM Worldwide Group	Writer	Gerald Franks
Client	Unadventurer's Inc.	Producer	Cameron Ford
Project	VC - 4X	Director	Steven Donovan-Lee
Title	Arctic Escape	Art Director	Dave Sharpe
Subject	Life in the Northern Wastes	Medium	HD
Job #	76D	Contact	M. Belle
Length	24 mins	Draft	7B-AD
VIDEO		AUDIO	
§	OPEN ON DESOLATE ARCTIC WASTELAND, VARIOUS SHOTS	JIM: (reverently) Though it seems unlikely, the arctic contains all kinds of Wildlife. JANICE: This harsh environment is home to a wide diversity of animals.	
§	(MONTAGE) VARIOUS SHOTS OF CARIBOU HERDS IN MOTION	JIM: Caribou Migrate over great distances	
§	VARIOUS SHOTS OF SEALS ON ICE AND BELOW	JANICE: Seals frolic on ice floes and below the surface.	
-	MOSQUITOES SWARM	JIM: Swarms of mosquitoes and black flies take advantage of the all-too-brief summer.	
§	MCU JIM & JANICE ON ICE FLOW	JANICE: WELCOME TO THE ARCTIC! The long arctic winter has begun. JIM: All the animals - on both land and sea are preparing for the months of darkness that lie ahead.	

If the defaults remain checked, the resulting script appears in Word as:

Agency:	MM Worldwide Group	Writer:	Gerald Franks
Client:	Unadventurer's Inc.	Producer:	Cameron Ford
Project:	VC - 4X	Director:	Steven Donovan-Lee
Title:	Arctic Escape	Art Director:	Dave Sharpe
Subject:	Life in the Northern Wastes	Medium:	HD
Job #:	76D	Contact:	M. Belle
Length:	24 mins	Draft:	7B-AD
<u>VIDEO</u>		<u>AUDIO</u>	
OPEN ON DESOLATE ARCTIC WASTELAND, VARIOUS SHOTS		JIM: (reverently) Though it seems unlikely, the arctic contains all kinds of Wildlife.	
		JANICE: This harsh environment is home to a wide diversity of animals.	
(MONTAGE) VARIOUS SHOTS OF CARIBOU HERDS IN MOTION		JIM: Caribou Migrate over great distances	
VARIOUS SHOTS OF SEALS ON ICE AND BELOW		JANICE: Seals frolic on ice floes and below the surface.	
MOSQUITOES SWARM		JIM: Swarms of mosquitoes and black flies take advantage of the all-too-brief summer.	
MCU JIM & JANICE ON ICE FLOW		JANICE: WELCOME TO THE ARCTIC! The long arctic winter has begun.	
		JIM: All the animals - on both land and sea are preparing for the months of darkness that lie ahead.	

If the Character above Dialogue option is unchecked, the resulting script appears with three columns as:

Agency:	MM Worldwide Group	Writer:	Gerald Franks
Client:	Unadventurer's Inc.	Producer:	Cameron Ford
Project:	VC - 4X	Director:	Steven Donovan-Lee
Title:	Arctic Escape	Art Director:	Dave Sharpe
Subject:	Life in the Northern Wastes	Medium:	HD
Job #:	76D	Contact:	M. Belle
Length:	24 mins	Draft:	7B-AD
<u>VIDEO</u>		<u>AUDIO</u>	
OPEN ON DESOLATE ARCTIC WASTELAND, VARIOUS SHOTS		JIM:	(reverently) Though it seems unlikely, the arctic contains all kinds of Wildlife.
		JANICE:	This harsh environment is home to a wide diversity of animals.
(MONTAGE) VARIOUS SHOTS OF CARIBOU HERDS IN MOTION		JIM:	Caribou Migrate over great distances
VARIOUS SHOTS OF SEALS ON ICE AND BELOW		JANICE:	Seals frolic on ice floes and below the surface.
MOSQUITOES SWARM		JIM:	Swarms of mosquitoes and black flies take advantage of the all-too-brief summer.
MCU JIM & JANICE ON ICE FLOW		JANICE:	WELCOME TO THE ARCTIC! The long arctic winter has begun.
		JIM:	All the animals - on both land and sea are preparing for the months of darkness that lie ahead.

File Converter Format - Final Draft

This format allows scripts to be exchanged between Final Draft AV and Final Draft. Final Draft is our companion software for writing scripts for movies, television and theater.

To save a Final Draft AV in File Converter Format:

- 1 Choose File > Save As and the standard Save dialog appears.
- 2 Navigate to where the file is to be saved.
- 3 Type in the name for the script in the appropriate field.
- 4 Set the Save as Type (Windows) or Format (Mac) box to File Converter - Final Draft.
- 5 Click Save.

For example, here is a Final Draft AV script:

	<u>VIDEO</u>	<u>AUDIO</u>
§	TWO SHOT - PROFILES OF TWO WRITERS IN A LARGE OFFICE WINDOW, A MAN AND A WOMAN. MAN IN DESPAIR WITH HAND ON HIS HEAD. WOMAN LOOKS POISED.	
-	PULL BACK TO REVEAL A FAT BOSSMAN AT HIS DESK WITH ANOTHER BIG BOSS (JACK) SITTING ACROSS FROM HIM.	
-	BOSS AT DESK SPINS IN HIS CHAIR.	<u>BOSSMAN:</u> LISTEN UP, YOU TWO. JACK NEEDS YOUR AV PRESENTATION SCRIPTS FOR THE NEW ACCOUNT BY 5. TODAY. <u>JACK:</u> MAKE THAT 4, YOU KNOW I'LL WANNA MAKE CHANGES! <u>MS.. SMART:</u> (enthused) EXCELLENT! <u>CLYDE:</u> ARE YOU NUTS? IT'LL TAKE THAT LONG JUST TO MAKE IT LOOK RIGHT, YET ALONE WRITE IT. <u>JACK:</u> LOOK, I NEED A SCRIPT TO-DAY. NO EXCUSES! <u>CLYDE:</u> HAVE YOU EVER TRIED WRITING A TWO COLUMN SCRIPT ON WORD?

After exporting it to Final Draft, it appears as:

TWO SHOT - PROFILES OF TWO WRITERS IN A LARGE OFFICE WINDOW,
A MAN AND A WOMAN. MAN IN DESPAIR WITH HAND ON HIS HEAD.
WOMAN LOOKS POISED.

PULL BACK TO REVEAL BOSSMAN AT HIS DESK WITH ANOTHER BIG BOSS
(JACK) SITTING ACROSS FROM HIM.

BOSS AT DESK SPINS IN HIS CHAIR.

BOSSMAN

Listen up, you two. Jack needs your
AV presentation scripts for the new
account by 5. Today.

JACK

Make that 4, You know I'll wanna
make changes!

MS.. SMART

enthused
excellent!

CLYDE

Are you NUTS? It'll take that long
just to make it look right, yet
alone write it.

JACK

Look, I need a script to-day. no
excuses!

CLYDE

have you ever tried writing a two
column script on word?

BOSSMAN

concerned look
you can do it, right?

CLYDE

weak
I can try.

MS.. SMART

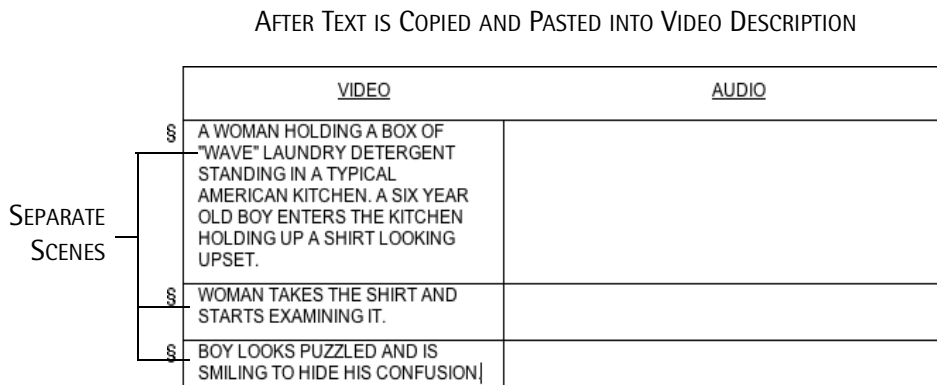
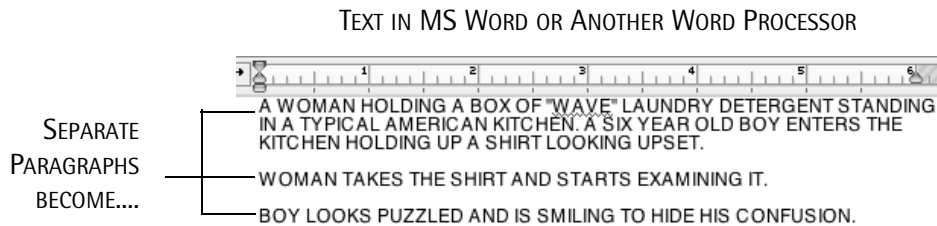
smug
I can do it.

Cutting and Pasting To and From Other Applications

Text may be copied from other applications into Final Draft AV, and from Final Draft AV into other applications. The pasted text will take on whatever font, size and other characteristics are set for the element it is pasted into. When text is copied and pasted into Final Draft AV, there are some specific items to note, which follow.

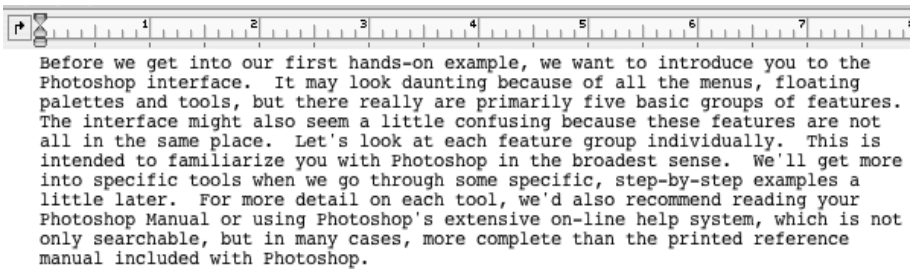
When text is copied into the *Video Description* element, every paragraph will be made into a separate scenes.

For example:



When text is copied into any element in the Audio Column, every paragraph will be made into a separate scene. For example:

TEXT IN MS WORD OR ANOTHER WORD PROCESSOR



AFTER TEXT IS COPIED AND PASTED INTO DIALOGUE

	<u>VIDEO</u>	<u>AUDIO</u>
§		BEFORE WE GET INTO OUR FIRST HANDS-ON EXAMPLE, WE WANT TO INTRODUCE YOU TO THE PHOTOSHOP INTERFACE. IT MAY LOOK DAUNTING BECAUSE OF ALL THE MENUS, FLOATING PALETTES AND TOOLS, BUT THERE REALLY ARE PRIMARILY FIVE BASIC GROUPS OF FEATURES. THE INTERFACE MIGHT ALSO SEEM A LITTLE CONFUSING BECAUSE THESE FEATURES ARE NOT ALL IN THE SAME PLACE. LET'S LOOK AT EACH FEATURE GROUP INDIVIDUALLY. THIS IS INTENDED TO FAMILIARIZE YOU WITH PHOTOSHOP IN THE BROADEST SENSE. WE'LL GET MORE INTO SPECIFIC TOOLS WHEN WE GO THROUGH SOME SPECIFIC, STEP-BY-STEP EXAMPLES A LITTLE LATER. FOR MORE DETAIL ON EACH TOOL, WE'D ALSO RECOMMEND READING YOUR PHOTOSHOP MANUAL OR USING PHOTOSHOP'S EXTENSIVE ON-LINE HELP SYSTEM, WHICH IS NOT ONLY SEARCHABLE, BUT IN MANY CASES, MORE COMPLETE THAN THE PRINTED REFERENCE MANUAL INCLUDED WITH PHOTOSHOP.

Using Drag-and-Drop

Drag-and-drop simplifies the relocation of text without having to use Edit > Copy/Cut and Edit > Paste.

See the *Rearrange* section for complete details.

Header and Footer

Header and Footer

The Header consists of two parts, the Regular Header and the Detailed Header.

The Regular Header is the topmost line of the page.

The Detailed Header is located directly below the Regular Header and contains a number of fixed-length fields which can be used for production details, personnel, etc.

For example:

REGULAR HEADER	1.			
DETAILED HEADER	Agency	Big Ad Agency	Writer	Elaine Connors
	Client	Global Chemical	Producer	Robert Gioia
	Project	Wave Campaign	Director	Jerry Metzler
	Title	Wave Means Love	Art Director	Anita Harlin
	Subject	Wave Detergent	Medium	Video
	Job #	1234	Contact	30
	Code #	CCC123	Draft	78
	DETAILED HEADER LABEL		DETAILED HEADER FIELD	

The number of lines in the Regular and Detailed Header may be changed. In addition, you have the option of having the headers appear on all pages or none of the pages, or having the Detailed Header appear on just the first page.

The default Regular Header contains a single line for placement of any text desired, plus a page number. You can add or insert additional lines or delete any of them (except the first). See *Displaying and Hiding*, below, if you do not want it to appear.

The Detailed Header consists of a number of fields (cells). You can enter any titles or data required, using any font or font style desired. The default Detailed Header contains seven lines. You can add or insert lines or delete any of them (except the first). See *Displaying and Hiding*, below, if you do not want it to appear.

The Footer is located at the bottom of the page. You have the option of having the Footer appear on all pages or not at all.



NOTE: *The maximum number of lines in the Regular Header and Footer is 7 in each. The maximum number of lines in the Detailed Header is 15.*



TIP: *For best results, the font size for text in the Regular and Detailed header should be no larger than 12-point.*



NOTE: You can set the Font, Font Size, Font Styles, etc., for the Regular Header, Detailed Header Labels and fields, and Footer in the View > Elements dialog.



NOTE: You cannot insert graphics in either Header, nor can you adjust the size of the cells in the Detailed Header.



TIP: To add a company logo, etc., in the Header, print the script to your own letterhead. Some experimentation may be required to get the correct spacing.



NOTE: The Find/Replace and spell-checking functions do not check the text in either the Header or the Footer.

Regular Header

To enter text in the Regular Header:

- 1 Click in the Regular Header.
- 2 Use the Spacebar or Tab to position text where desired.

Press Tab to move the insertion point one tab stop (left, center or right) forward.

To place the page number or today's date in the Regular Header:

- 1 Position the insertion point in the Regular Header.
- 2 Choose Insert > Page Number, Insert > Dynamic Date or Insert > Static Date. The information will appear at the insertion point.



NOTE: By default, a page number is positioned at the right margin in the Regular Header.



WARNING: Do not use the Dynamic Date feature unless you want the date to change. If you need the date to remain the same, use Insert > Static Date or type it in directly.

INSERTING AND DELETING LINES

By default, a new script contains a one-line Regular Header.

To add (or insert) a line (row):

- 1 Click in the Regular Header.
- 2 Position the insertion point at the end of the text. For example:

INSERTION POINT — "The Last Dance" |

Agency	ACME	Writer	John Smith
Client	LBC	Producer	Larry Smith

- 3 Press the Enter key (Windows) or Return key (Mac) to add a new line (row):

INSERTION POINT — "The Last Dance" |

Agency	ACME	Writer	John Smith
Client	LBC	Producer	Larry Smith

If there is any text after the insertion point and Enter/Return is pressed, the text after the insertion point will be moved to the new line (row).

For example, before pressing Enter/Return:

INSERTION POINT — "The Last Dance" | One Short Show

Agency	ACME	Writer	John Smith
Client	LBC	Producer	Larry Smith

After Return/Enter is pressed:

"The Last Dance"			
One Short Show			
Agency	ACME	Writer	John Smith
Client	LBC	Producer	Larry Smith

To delete a line (row):

- 1 Click the insertion point at the left margin of the Regular Header.
- 2 Press the Delete key or Backspace key.

The line will be removed and any text that follows the insertion point will be moved to the line (row) above.



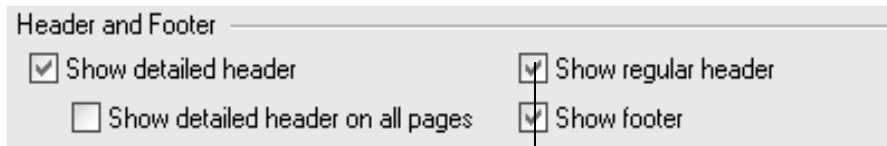
NOTE: *The first line (row) cannot be removed, but it can be hidden (see next topic).*

DISPLAYING AND HIDING

By default, the Regular Header appears in a new script.

To hide (or display) the Regular Header:

- 1 Choose View > Layout and the Layout Dialog appears:



SHOW/HIDE REGULAR HEADER

- 2 Click to uncheck (hide) or check (display) the Show regular header checkbox. Default is Show.

This setting is applied to every page in a script.

Detailed Header

To enter text in the Detailed Header:

- 1 Click in the Detailed Header.

Use Tab to move the insertion point forward one cell.

Use Shift-Tab to move the insertion point back one cell.

- 2 Edit the default titles as desired.

To place the page number or today's date in the Detailed Header:

- 1 Position the insertion point.
- 2 Choose Insert > Page Number, Insert > Dynamic Date or Insert > Static Date. The information will appear at the insertion point.



WARNING: Do not use the Dynamic Date feature unless you want the date to change. If you need the date to remain the same, use Insert > Static Date or type it in directly.

INSERTING AND DELETING LINES

By default, the Detailed Header contains seven lines.

To add (or insert) a line (row) in the Detailed Header:

- 1 Click in the Detailed Header.

- Position the insertion point *anywhere* in the line (row) you want the new line to follow.

For example:

5/21/01			
Agency	SDK, LLC	Writer	R. Pappas
Client	Jupiter Cars	Producer	M. Oxy
Project	Launch 2001	Director	R. Pappas
Title	"Lightning Strikes"	Art Director	C. Maretti
Subject	LS-7 Firewire Sales	Time	:15 secs
Job #		Contact	
Code #		Draft	

- Press the Enter key (Windows) or Return key (Mac), to add a new line (row).

The new line (row) will be added, similar to:

5/21/01			
Agency	SDK, LLC	Writer	R. Pappas
Client	Jupiter Cars	Producer	M. Oxy
Project	Launch 2001	Director	R. Pappas
Title	"Lightning Strikes"	Art Director	C. Maretti
Subject	LS-7 Firewire Sales	Time	:15 secs
Job #		Contact	
Code #		Draft	



NOTE: Unlike the Regular Header, if there is any text after the insertion point, and Enter key (Windows), or Return key (Mac) is pressed, the text after the insertion point will not be moved to the new line.

To delete a line (row):

- If there is any text in the line to be deleted, remove it first using the Delete/Backspace key.

- Click the insertion point at the left margin of the line to be deleted.

For example:

5/21/01			
Agency	SDK, LLC	Writer	R. Pappas
Client	Jupiter Cars	Producer	M. Oxy
Project	Launch 2001	Director	R. Pappas
Title	"Lightning Strikes"	Art Director	C. Maretti
Subject	LS-7 Firewire Sales	Time	:15 secs
Job #		Contact	

- 3 Press the Delete key or Backspace key.

The line will be removed.



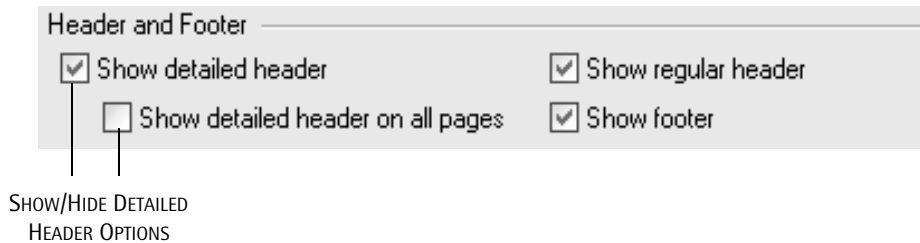
NOTE: *The first line (row) cannot be removed, but it can be hidden (see next topic).*

DISPLAYING AND HIDING

By default, the Detailed Header appears in a new script.

To hide (or display) the Detailed Header:

- 1 Choose View > Layout, and the Layout Dialog appears:



- 2 Click to uncheck (hide) or check (display) the Show Detailed Header checkbox. Default is Show.
- 3 Click to check (display) or uncheck (hide) the Show Detailed Header on All Pages checkbox. If unchecked, it will be displayed on the first page only. Default is Hide.



TIP: *Once you have defined the field titles and layout of the Detailed Header, save an empty (blank) script as a template for any new scripts. See the Menus section, File > Save As.*

Footer

The Footer is the bottom-most line in the script and can contain up to 7 lines of any text.
For example:



To enter text in the Footer:

- 1 Click in the Footer.
- 2 Use the Spacebar or Tab to position text where desired.

Press Tab to move the insertion point one tab stop (left, center or right) forward.

To place the page number or today's date in the Footer:

- 1 Position the insertion point in the Footer.
- 2 Choose Insert > Page Number, Insert > Dynamic Date or Insert > Static Date. The information will appear at the insertion point.



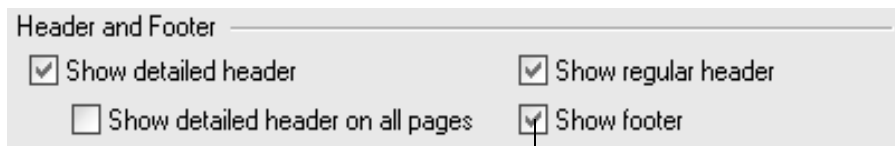
WARNING: Do not use the Insert > Dynamic Date feature unless you want the date to change. If you need a specific date to remain the same, type it in directly.

DISPLAYING AND HIDING

By default, the Footer appears on every page of a new script.

To hide (or display) the Footer:

- 1 Choose View > Layout, and the Layout Dialog appears:



SHOW/HIDE FOOTER

- 2 Click to uncheck (hide) or check (display) the Show footer checkbox. Default is Show.

Inserting Page Numbers, Dynamic and Static Dates

PAGE NUMBER

To place the page number in the Regular Header or Footer:

- 1 Position the insertion point anywhere in the Regular Header or Footer.
- 2 Choose Insert > Page Number.

The Page Number will appear at the insertion point.

DYNAMIC DATE

Inserts today's date, which will change dynamically when the script is opened at a later date.

To place the dynamic date in the Regular Header or Footer:

- 1 Position the insertion point anywhere in the Regular Header or Footer.
- 2 Choose Insert > Dynamic Date.

Today's date will appear at the insertion point.



WARNING: *Do not use this feature unless you want the date to change. If you need a specific date to remain the same, use the Static Date, below.*

STATIC DATE

Inserts today's date, which will *not change* when the script is opened at a later date.

To place the static date in the Regular Header or Footer:

- 1 Position the insertion point anywhere in the Regular Header or Footer.
- 2 Choose Insert > Static Date.

Today's date will appear at the insertion point and will not change.

Customizing the Header and Footer

For many reasons, you may wish to have every new script have a specific look or setup for both Headers and the Footer. Once you have created a setup that you like, choose File > Save As, and save the script as a Final Draft AV Template, with a descriptive name – such as “Company Template.”

When you begin a new script:

- 1 Open the Template.
- 2 Immediately choose File > Save As and name the new script.
- 3 Click Save.

You can now start writing and the blank Template document is again available for future use.

7

Keystrokes

Keystrokes in Body of a Script

Press **Ctrl + Shift + [#]** (Windows) or **Cmd + Option + [#]** (Mac)

To both add an Element and create a new scene after the current element:

Ctrl+Shift/Cmd + Option + 1 - New Scene [Video Description]

Ctrl+Shift/Cmd + Option + 2 - Character in a new scene

Ctrl+Shift/Cmd + Option + 3 - Dialogue in a new scene

Press **Ctrl + #** (Windows) or **Cmd + #** (Mac)

To add an Element after the current element:

Ctrl/Cmd + 1 - New Shot [Video Description]

Ctrl/Cmd + 2 - Character

Ctrl/Cmd + 3 - Dialogue

Ctrl/Cmd + 4 - Parenthetical

Instant Elements via Mouse Clicks

Once a new Scene is created:

Click the mouse in the Video column to create a new Video Description.

Click the mouse in the Audio column to create a new Dialogue.

If there is a Video Description, click in the Video column to create a new Shot and Video Description.

Enter Key (Windows), Return Key (Mac)

Depending on the location of the insertion point, pressing Enter/Return will result in different actions.

ENTER/RETURN IN VIDEO

If the insertion point is at the beginning of a scene or shot:

Pressing Enter/Return inserts a new scene *before* the current scene. The insertion point remains at the beginning of the current scene.

ORIGINAL

INSERTION POINT —	\$	VARIOUS SHOTS OF SEALS ON ICE AND BELOW	<u>JANICE:</u> Seals frolic on ice floes and below the surface.
	-	MOSQUITOES SWARM	<u>JIM:</u> Swarms of mosquitoes and black flies take advantage of the all-too-brief summer.

AFTER PRESSING ENTER/RETURN

NEW SCENE	§		
INSERTION POINT	§	VARIOUS SHOTS OF SEALS ON ICE AND BELOW	JANICE: Seals frolic on ice floes and below the surface.
	-	MOSQUITOES SWARM	JIM: Swarms of mosquitoes and black flies take advantage of the all-too-brief summer.

If the insertion point is within a scene or shot:
Pressing Enter/Return splits the current element at the insertion point, bringing all the related Audio in a new scene or shot. The insertion point is placed at the beginning of the new scene or shot.

ORIGINAL

INSERTION POINT	§	VARIOUS SHOTS OF SEALS ON ICE AND BELOW	JANICE: Seals frolic on ice floes and below the surface.
	-	MOSQUITOES SWARM	JIM: Swarms of mosquitoes and black flies take advantage of the all-too-brief summer.

AFTER PRESSING ENTER/RETURN

	§	VARIOUS SHOTS	
INSERTION POINT	§	OF SEALS ON ICE AND BELOW	JANICE: Seals frolic on ice floes and below the surface.
	-	MOSQUITOES SWARM	JIM: Swarms of mosquitoes and black flies take advantage of the all-too-brief summer.

If the insertion point is at the end of a scene or shot:
Pressing Enter/Return inserts a new scene *after* the current scene. The insertion point is placed at the beginning of the new scene or shot. The audio is aligned with the new scene or shot.

ORIGINAL

INSERTION POINT	§	VARIOUS SHOTS OF SEALS ON ICE AND BELOW	JANICE: Seals frolic on ice floes and below the surface.
	-	MOSQUITOES SWARM	JIM: Swarms of mosquitoes and black flies take advantage of the all-too-brief summer.

AFTER PRESSING ENTER/RETURN

INSERTION POINT	§	VARIOUS SHOTS OF SEALS ON ICE AND BELOW	
	§	MOSQUITOES SWARM	<u>JANICE:</u> Seals frolic on ice floes and below the surface. <u>JIM:</u> Swarms of mosquitoes and black flies take advantage of the all-too-brief summer.

ENTER/RETURN IN AUDIO

If the insertion point is in a Character element which has a Dialogue or Parenthetical immediately following:

Pressing Enter/Return moves the insertion point to the beginning of the next element.

ORIGINAL

INSERTION POINT	§	VARIOUS SHOTS OF SEALS ON ICE AND BELOW	<u>JANICE:</u> Seals frolic on ice floes and below the surface.
-----------------	---	--	--

AFTER PRESSING ENTER/RETURN

INSERTION POINT	§	VARIOUS SHOTS OF SEALS ON ICE AND BELOW	<u>JANICE:</u> Seals frolic on ice floes and below the surface.
-----------------	---	--	--

If the insertion point is in a Character element which does not have a Dialogue or Parenthetical immediately following:

Pressing Enter/Return inserts a new dialogue.

ORIGINAL

INSERTION POINT	§	VARIOUS SHOTS OF SEALS ON ICE AND BELOW	<u>JANICE:</u>
-----------------	---	--	----------------

AFTER PRESSING ENTER/RETURN

INSERTION POINT FOR NEW DIALOGUE	§	VARIOUS SHOTS OF SEALS ON ICE AND BELOW	<u>JANICE:</u>
-------------------------------------	---	--	----------------

If the insertion point is at the beginning of a Dialogue:
Pressing Enter/Return inserts a new Dialogue above the current element. The insertion point remains at the beginning of the current Dialogue element.

ORIGINAL

INSERTION POINT	§	VARIOUS SHOTS OF SEALS ON ICE AND BELOW	JANICE: Seals frolic on ice floes and below the surface.
	-	MOSQUITOES SWARM	JIM: Swarms of mosquitoes and black flies take

AFTER PRESSING ENTER/RETURN

NEW DIALOGUE	§	VARIOUS SHOTS OF SEALS ON ICE AND BELOW	JANICE:
INSERTION POINT			Seals frolic on ice floes and below the surface.
	-	MOSQUITOES SWARM	JIM: Swarms of mosquitoes and black flies take

If the insertion point is within a Dialogue:
Pressing Enter/Return splits the Dialogue at the insertion point. The insertion point is placed at the beginning of the split part of the Dialogue.

ORIGINAL

INSERTION POINT	§	VARIOUS SHOTS OF SEALS ON ICE AND BELOW	JANICE: Seals frolic on ice floes and below the surface.
	-	MOSQUITOES SWARM	JIM: Swarms of mosquitoes and black flies take

AFTER PRESSING ENTER/RETURN

INSERTION POINT	§	VARIOUS SHOTS OF SEALS ON ICE AND BELOW	JANICE: Seals frolic on ice floes and below the surface.
	-	MOSQUITOES SWARM	JIM:

If the insertion point is at the end of a Dialogue:

Pressing Enter/Return inserts a new Character after the Dialogue.

ORIGINAL

INSERTION POINT	§	VARIOUS SHOTS OF SEALS ON ICE AND BELOW	JANICE: Seals frolic on ice floes and below the surface.
	-	MOSQUITOES SWARM	JIM: Swarms of mosquitoes and black flies take advantage of the all-too-brief summer.

AFTER PRESSING ENTER/RETURN

INSERTION POINT. NEW CHARACTER	§	VARIOUS SHOTS OF SEALS ON ICE AND BELOW	JANICE: Seals frolic on ice floes and below the surface.
	-	MOSQUITOES SWARM	JIM: Swarms of mosquitoes and black flies take

If the insertion point is located anywhere within a Parenthetical:

Pressing Enter/Return inserts a new Dialogue after the Parenthetical.

ORIGINAL

INSERTION POINT	§	OPEN ON DESOLATE ARCTIC WASTELAND, VARIOUS SHOTS	JIM: (reverently) Though it seems unlikely, the arctic contains all kinds of Wildlife.

AFTER PRESSING ENTER/RETURN

INSERTION POINT. NEW DIALOGUE	§	OPEN ON DESOLATE ARCTIC WASTELAND, VARIOUS SHOTS	JIM: (reverently)
			Though it seems unlikely, the arctic contains all

Tab Key

The Tab key is used to navigate between elements.

Pressing the **Tab** key moves the insertion point to the beginning of the *next* element.

Pressing **Shift + Tab** key moves the insertion point to the beginning of the *previous* element.



NOTE: *Pressing the Tab key from the last element in the script has unique results.*

If the insertion point is in a Scene or Shot:

Pressing the Tab key inserts a new Character in the current scene or shot.

If the insertion point is in a Character or Parenthetical:

Pressing the Tab key inserts a new Dialogue in the current scene or shot.

If the insertion point is in a Dialogue:

Pressing the Tab key inserts a new Shot.

Other Keys

Home Key

Pressing the Home key moves the insertion point to the beginning of the element.

(Mac) If *Preferences > Navigation Keys Mimic MS Word* is disabled (default), pressing the Home key scrolls to the beginning of a document. The insertion point is not moved.

End Key

Pressing the End key moves the insertion point to the end of the element.

(Mac) If *Preferences > Navigation Keys Mimic MS Word* is disabled, the pressing End key scrolls to the end of the document. The insertion point is not moved.

Page Up Key

Pressing the Page Up key moves the insertion point to the beginning of the element one page above the insertion point.

(Mac) If *Preferences > Navigation Keys Mimic MS Word* is disabled, the screen scrolls one page up. The insertion point does not move.

Page Down Key

Pressing the Page Down key moves the insertion point to the beginning of the element one page below the insertion point.

(Mac) If *Preferences > Navigation Keys Mimic MS Word* is disabled, the screen scrolls one page down. The insertion point does not move.

Keystrokes in the Detailed Header

Pressing the **Tab** key *moves* the insertion point to the beginning of the next cell. If the current cell is the last cell, the insertion point does not move.

Pressing **Shift + Tab** Key *moves* the insertion point to the beginning of the previous cell. If the current cell is the first cell, the insertion point does not move.

Pressing **Enter/Return** *inserts* a new row following the current row.

If the insertion point is positioned at the beginning of a blank row, pressing **Backspace/Delete** *removes* the row. The insertion point is repositioned at the end of the previous row.

Common Keystrokes

Delete Key (Windows), Forward Delete Key (Mac)

Deletes the current selection or the character to the right of the insertion point.

Shift + Left and Right Arrows

Extends the selection to the left or right.

Shift + Up and Down Arrows

Extends the selection to the previous or next line.



NOTE: *Once a selection extends beyond a single element, selections extend element by element.*

CTRL + ARROW KEY (WINDOWS), CMD + ARROW KEYS (MAC)

Ctrl/Cmd + Right Arrow

Moves the insertion point to the beginning of the next word.

Ctrl/Cmd + Left Arrow

Moves the insertion point to the beginning of the previous word.

Ctrl/Cmd + Up Arrow

Moves the insertion point to the beginning of the current element,

Ctrl/Cmd + Down Arrow

Moves the insertion point to the end of the current element,

Ctrl/Cmd + Shift + Left and Right Arrows

Selects text word by word.

Ctrl/Cmd + Shift + Up and Down Arrows

Selects text from the insertion point to the beginning of the current element.

Mouse Clicking

Double-click to select a word.

Triple-click to select an element/paragraph.

Right-click displays the Contextual Menu.

Drag-and-drop *moves* selected text.

Ctrl (Windows)/Option (Mac) + drag-and-drop *copies* text.

Click and drag to select text letter by letter.

(Windows) **Double-click and drag** to select word by word.

(Windows) **Triple-click and drag** to select element/paragraph by element/paragraph.

Shift-click extends the selection from the insertion point to the point that was clicked.

FINAL DRAFT AV

180 - Keystrokes

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